Study Abroad Credit Approval Form Instructions

INSTRUCTIONS FOR STUDENTS:
You are required to submit approved study abroad courses of interest by the deadline prior to your departure from USU. Work with your major/minor academic advisor and the articulation representative in the academic department or college from which you are requesting credit to approve courses for major, minor, general education, and/or elective credit before you study abroad.

1. Review the list of courses offered at your host institution and find the course descriptions of the courses you are interested in taking.
2. Look for similar courses at USU using the course catalog.
3. Take the Credit Approval Form and course descriptions from both the host institution and USU to the articulation representative in the academic department or college from which you are requesting credit. You may be requested to translate course descriptions. The articulation representative is an expert in their field and will have the final say regarding the USU equivalent for a particular course. **It is strongly recommended that you select several back-up courses in addition to your top pick courses, should certain courses not be available at the time of your enrollment.** Please submit as many forms as needed.
4. Take the Credit Approval Form and course descriptions from the host institution and USU to your major/minor academic advisor to discuss how your proposed courses will fit into your academic plan and fulfill graduation requirements. Identify which, if any, classes can be graded as P/F; if P/F grades are desired see "Grade Policies" section below.
5. The completed form, with all required signatures, must be submitted to USU Study Abroad prior to your departure from USU. Please upload your completed form to the Study Abroad Credit Approval Form questionnaire in your study abroad application.

When you register at your host institution, you may select courses not listed on the form. If this happens, contact the articulation representative in the department/college from which you are requesting credit AND your major/minor academic advisor for approval of the additional courses and to discuss how they will fit into your academic plan. The signed form should then be re-submitted to USU Study Abroad. Getting approval for any additional course(s) is best handled while you are still abroad. If this is not done, you will need to complete the process upon return. However, waiting until you return to USU can significantly delay the transfer of your credits and should be avoided whenever possible. In addition, some articulation representatives and academic advisors may require approval before departure (or while abroad, if changes are made after arrival at host institution).

INSTRUCTIONS FOR ARTICULATION REPRESENTATIVES AND MAJOR/MINOR ACADEMIC ADVISORS:
This form lists the courses that the student plans to complete on their study abroad program. Please list the USU course equivalents and the recommended # of USU credits (articulation representatives), as well as if the courses fill a USU requirement and if any courses can be graded as P/F, if requested (academic advisors).

- If a course is not exactly equivalent to any course offered in your department you may list it as 3XXX with the appropriate abbreviation beforehand (i.e. SPAN 2XXX, POLS 3XXX, MGT 4XXX), choosing the level of course at USU that you feel best represents the level of the course from abroad. Please contact studyabroad@usu.edu if you have questions about course levels abroad or need assistance with the form.
- If there is no equivalent department for a course taken abroad you may list that course as ELEC 3XXX, choosing the level of elective that you feel best represents the level of the course.
- Once the transcript arrives, Study Abroad determines the credit and grade equivalents based on international evaluation standards.

GRADE POLICIES:

- All study abroad grades are articulated based on the equivalent grade awarded on the transcript from the host country transcript. All study abroad courses, credits, and grades are articulated to the student transcript as transfer credit. All study abroad credits count toward the student's overall GPA.
- Courses must be completed with at least a "C" grade to count for major or minor credit. Please discuss with your academic advisor for specific requirements for your major or minor. (Some majors/minors may approve a C-).
- If you wish to have your courses approved as Pass/Fail, you must request **prior** approval from your academic advisor. You can request that your academic advisor write yes in the P/F column matching the course(s) you would like taken as P/F on your Study Abroad Credit Approval Form. P/F grades must be requested before 60% of the USU semester is over, regardless of semester dates at your host institution. **If P/F is approved, one CANNOT change back to letter grades.**

August 2023

UtahStateUniversity

Global Engagement

Study Abroad Credit Approval Form

STUDENT INFORMATION:

NAME: _____ A NUMBER:_____ HOST UNIVERSITY NAME: _____

STUDY ABROAD PROGRAM TYPE (Circle one): Partner Institution ISEP ISA CIEE SIT SAI SAS Other STUDY ABROAD TERM & YEAR: _____

COURSE APPROVAL:

STUDENT COMPLETES		ARTICULATION REPRESENTATIVE COMPLETES			MAJOR/MINOR ACADEMIC ADVISOR COMPLETES			
Course Name Abroad	P/F Request Yes / No	USU Equivalent	Art. Rep. Initials	Articulation Representative Name Printed	USU Requirement	P/F Approved: Yes / No	Advisor Initials	Advisor Name Printed

USU ARTICULATION REPRESENTATIVE & MAJOR/MINOR ACADEMIC ADVISOR APPROVAL:
I have communicated with this student and discussed their plans for study abroad and how study abroad courses may apply toward the student's study plan. I approve the above plan.

ARTICULATION REPRESENTATIVE PRINTED NAME: _____ DEPARTMENT: _____

ARTICULATION REPRESENTATIVE SIGNATURE: _____ DATE: _____

MAJOR/MINOR ACADEMIC ADVISOR PRINTED NAME: _____ DEPARTMENT: _____

MAJOR/MINOR ACADEMIC ADVISOR SIGNATURE: _____ DATE: _____

STUDENT ACKNOWLEDGMENT
I understand that it is my responsibility to make sure the credit hours I earn at the host institution transfer to USU, and that it is my responsibility to ensure that an official transcript or academic record of credit is sent directly to USU Study Abroad (Office of Global Engagement) at the end of my program.

STUDENT SIGNATURE: _____ DATE_____

August 2023