

Study Abroad Course Approval Instructions

You are encouraged to design your study abroad and overall course plan in advance in close consultation with your academic advisor. You may focus on your major/minor while abroad or chose to explore other academic disciplines through electives. Study abroad programs offer a variety of specialized courses that may be unavailable on campus. Focusing your coursework abroad upon the host language and culture is an excellent use of elective credits. It may be advisable to plan on completing the entire Common Curriculum on campus.

COURSE APPROVAL PROCEDURE

A study abroad course approval is a record of agreement from an academic department at DU to accept a course taken at another university to count as an equivalent one at DU and/or towards a DU degree requirement.

A study abroad course approval is official with either:

- a signature by the appropriate DU department on the Study Abroad Course Approval Form, OR
- an email from the appropriate DU department
 - sent from a du.edu email address AND
 - including the full course title and number (if available) of the abroad course AND
 - the DU course equivalent or requirement for which it is being approved

All study abroad course approvals should be submitted to the I-House or via email to duabroad@du.edu. Keep a copy for your own records!

Contact departments directly to find out who can approve your study abroad courses. For more information, please refer to our website: http://www.du.edu/intl/abroad/course_approvals.html.

Major/Minor:

- Some DU departments restrict the number of courses and/or credits that can be applied from abroad, so check with the appropriate department(s) regarding their policies.
- Follow the above outlined procedure with the relevant department to gain approval.

Electives:

- DU Partner Programs: No course approval is needed for electives.
- Unaffiliated programs: All courses require an approval from the appropriate DU department. DU does not transfer credit from unaffiliated programs with no equivalent DU department (e.g., architecture). Follow the above outlined procedure with the relevant department to gain approval.

Common Curriculum:

- *Course approvals for the Common Curriculum are given for courses that equate to one of those offered on campus. Equivalentents can be difficult to find. (Remember that to satisfy the AI Society and SI Society requirements, you must take two courses from two different disciplines.)*
- Follow the above outlined procedure with the relevant department to gain approval.

Study Abroad Course Approval Form

Name (print): _____ DU Student #: _____ Date: _____

E-mail Address: _____ DU term and year abroad: _____

Study Abroad Program (Name & Location): _____

***This form is required at the time of application if you are applying to an unaffiliated program;
if you're applying to a DU Partner Program, you must submit it prior to departure.***

YOU SHOULD KEEP A COPY OF THIS FORM AND ALL EMAIL APPROVALS FOR YOUR OWN RECORDS!

Course Number, Subject, and Title to be taken while abroad	DU Course Equivalent or DU Department Prefix	Approval for	Printed Faculty Name	Department	Faculty Signature (or attach printed email)	Faculty Comments (Departmental policies, credit min. or max., etc.)
<i>(Please use black ink.)</i>		<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Common Curriculum <input type="checkbox"/> Elective (<i>unaffiliated only</i>)				
		<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Common Curriculum <input type="checkbox"/> Elective (<i>unaffiliated only</i>)				
		<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Common Curriculum <input type="checkbox"/> Elective (<i>unaffiliated only</i>)				
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		<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Common Curriculum <input type="checkbox"/> Elective (<i>unaffiliated only</i>)				