

Graduate Student Study Abroad Credit Approvals

**This form is to be used for the pre-approval on courses that will be accepted into your graduate degree by your academic unit.
This form must be submitted to the Office of International Education prior to applying for any credit-bearing program abroad.**

Name (print): _____ Date: _____

DU Student #: _____ Level: (circle one) Masters PhD Department: _____ E-mail Address: _____

Institution/program you plan to attend: _____ Term and year you plan to attend: _____

Please list the courses that you would like to take and obtain appropriate signatures for each course.

<i>Abroad Course Number and Title</i>	<i>To be applied towards degree as follows:</i>	<i>Credit Value to be granted by DU Department: *see reverse for common credit equivalents</i>	<i>Printed Name of Academic Advisor/ Graduate Department Designate</i>	<i>Signature of Academic Advisor/ Graduate Department Designate</i>

* Common credit transfer systems:

U.S. semester hours * 1.5 = DU quarter hours

European Credit Transfer System * .8 = DU quarter hours

Contact hours / 10 = DU quarter hours

Instructions for student:

Graduate students are encouraged to study abroad as part of their academic career at the University of Denver; however, it is essential that students receive pre-approval of the courses and program in which they plan to participate. Graduate students are encouraged to review the application process located on our website for more details.

http://www.du.edu/intl/abroad/apply_grad_students.html

In order for your advisor/department to approve your courses, you will need to supply them with the course description and the credit value of each course. You will be responsible for determining what credit system is being used in the program. Final determination of credits will be based on the official transcript received by the Office of International Education, and the University of Denver will not be held responsible for any discrepancy between information provided on this form and the official transcript issued by your program. You should request an official transcript to be sent to the DU Study Abroad Office at the following address:

Office of International Education
University of Denver
2200 S. Josephine St.
Denver, CO 80208-8600

You will be registered at DU based on the credits that are approved on this form. In turn, financial aid awards will be based on the registration credit. You must be at least half-time to be eligible for financial aid. You are encouraged to speak directly with the Financial Aid Office for specific details on your specific aid package.

Instructions for Academic Advisor/Department Designate:

Please review the courses of the program and supply the information as to how these courses will be accepted into the student's degree. Based on your department's policies, please indicate the amount of credit that will be accepted into the student's degree. This credit value will be used to register the student while they are abroad. The total credit value will also determine if the student will be eligible for any of their financial aid during their time abroad. Students must be registered for at least half-time status for financial aid to be utilized.

The DU Office of International Education is NOT responsible for any credit value errors listed on this form. The final credit value of each course will be determined using the official transcript received. Students will not receive credit above what is reported on the official transcript, but may have credits reduced based on departmental policies.

There are numerous credit systems throughout the world and they may vary from university to university even within the same country. Please make sure that you understand the system prior to approval of credit. If you have questions or concerns about the information supplied by the student, please contact the Office of International Education at 303-871-4912 and speak with Karyn Sweeney or Luc Beaudoin.