

ADVANCE CREDIT APPROVAL FORM INSTRUCTIONS

INSTRUCTIONS FOR STUDENTS:

All courses from study abroad can come back as elective credit, but receiving major, minor, or general education credit is possible when working with the articulation specialist in the academic department or college from which you are requesting credit, as well as your academic advisor, to approve courses before you study abroad. (Your academic advisor may also be the articulation specialist in some cases.)

1. Review the list of courses offered at your host institution of study and find the course descriptions of the courses you are interested in taking.
2. Look for courses at USU that you think match those courses.
3. Take this form and the course descriptions of both the host institution courses and the USU courses to a meeting with the articulation specialist in the academic department or college from which you are requesting credit. Request pre-approval of your proposed courses that would be used toward your graduation requirements at USU. It is recommended that you select a few back-up courses in addition to your top pick courses, should certain courses not be available at the time of your enrollment.
4. Take this form and the course descriptions of both the host institution courses and the USU courses to a meeting with your academic advisor to ensure courses will fit in your academic plan, and to see if any classes can be graded P/F, if P/F grades are desired. **Please note:** You may choose to request any class be graded as P/F with prior approval, though please be aware that some major classes must be letter graded to count toward your degree requirements. Discuss your P/F requests with your academic advisor to see if that type of grading best benefits what you want/need.
5. The completed form, with signatures, must be submitted to USU Study Abroad prior to your departure from USU. Please upload your completed form to the Advance Articulation section of your study abroad application.
6. At the time of enrollment at your host institution, you may enroll in courses not listed on this form. If this happens, be in touch with the articulation specialist in the academic department or college from which you are requesting credit and your academic advisor for approval of the additional courses and to ensure they will fit in your academic plan. The signed form should then be re-submitted to USU Study Abroad.

INSTRUCTIONS FOR ARTICULATION SPECIALISTS AND ACADEMIC ADVISORS:

This form lists the courses that the student plans to complete on his/her study abroad program. Please list the USU course equivalents and # of credits (articulation specialists), as well as if they fill a USU requirement & if any courses can be graded as P/F if requested (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 that you feel best represents the level of the course.
- 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.

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 Advance Credit Approval Form. P/F must be determined before you leave on your program or no later than 60% of the USU semester term while you are abroad. **If P/F is approved, one CANNOT change back to letter grades.**

ADVANCE CREDIT APPROVAL FORM

STUDENT INFORMATION:

NAME: _____ A NUMBER: _____

STUDY ABROAD PROGRAM TYPE (Circle one): Partner Institution ISEP ISA CIEE Study Abroad SIT Study Abroad SAI Programs Other

HOST UNIVERSITY NAME: _____

STUDY ABROAD TERM (Fill in appropriate year): Fall Semester _____ Spring Semester _____ Academic Year _____ Summer _____

COURSE APPROVAL:

STUDENT COMPLETES			ARTICULATION SPECIALIST COMPLETES				ACADEMIC ADVISOR COMPLETES			
Course # Abroad	Course Name Abroad	P/F Requested: Yes or No	USU Equivalent	# of USU Credits	Articulation Specialist Initials	Articulation Specialist Name Printed	USU Requirement	P/F Approved: Yes or No	Advisor Initials	Advisor Name Printed

USU ARTICULATION SPECIALIST & ACADEMIC ADVISOR APPROVAL:

I have met 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 SPECIALIST PRINTED NAME: _____ DEPARTMENT: _____

ARTICULATION SPECIALIST SIGNATURE: _____ DATE: _____

ACADEMIC ADVISOR PRINTED NAME: _____ DEPARTMENT: _____

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: _____

