

## INTRODUCTION

This form is to be completed by any student participating in a study abroad program who intends to transfer credit from their study abroad program back to Kutztown University. Before starting this form, it is important to discuss the intended courses with your academic advisor or department chair. **IMPORTANT!** To complete this form, you must have the course descriptions and/or syllabi ready to share an upload as part of your form.

### Approval Workflow

Student	Provides the list of courses to be approved, and uploads course descriptions.
International Office	Confirms the student has been approved to study abroad.
Academic Advisor	Approves the course equivalencies and how the course should be counted towards the student's degree.
Other Approvals	Some students may need additional approval from a secondary advisor, a department chair or dean.
Registrar's Office	Approves course(s) on the form and confirms the amount of credit the student will receive.

### WHO APPROVES YOUR COURSES:

- All students must provide their KU Academic Advisor's information.
- Students with more than one major may need a second Academic Advisor's approval.
- Elementary Education Majors taking 18 credits or more in one semester need additional approval from their Department Chair.
- Business Majors taking core business courses for study abroad need additional approval from their Dean.

## STUDENT INSTRUCTIONS

**Student and Program Information:** Provide answers to each prompt. The field for "Program Provider or U.S. Institution" can be left blank if not applicable, since not all study abroad programs have one. When selecting the term, provide the year you are studying abroad. Session start and end dates can be taken from your programs brochure or estimated based on tentative dates you find online.

**Course Information:** List the courses you wish to take (up to 6) in the "Program Course Code/Title" line. Provide the course code (if applicable) and the course title. List the amount of credit for each course based on their description or syllabus. If you want to get more than 6 courses approved, you will need to complete a second form. If you register for courses upon arrival that are different than what you got approved, you will need to complete a second form while you are abroad.

**Acknowledgements and Signature:** Read and mark all acknowledgements. Attach the course descriptions/syllabi to the upload icon. You may need to merge or combine multiple files, before uploading. Sign your name and then click Finish.

## INTERNATIONAL OFFICE INSTRUCTIONS

**Comments and Signature:** The International Office will sign to indicate that the student has officially received approval to participate in study abroad. Staff may also provide additional information regarding the credit system of the international school/system.

## ACADEMIC ADVISOR

**Course Information:** Review the provided course descriptions or syllabi provide by the student and complete the field asking for a “KU Equivalent Course Code/Title”. If there is no direct equivalent, you may provide a special topics or other similar type of course recommendation. Then, determine if the course should count as a general education, major elective or core course, or minor elective or core course, or whether the course is a free/general university elective.

### Notes:

- Academic Advisors are expected to consult the student’s second major advisor or minor advisor (if applicable), department chair, or dean to determine the best equivalencies for the student.
- If courses fall outside of your department or college, Academic Advisors are encouraged to consult the appropriate department chair or dean.

**Signature:** The Academic Advisor will sign to indicate that they have reviewed the course descriptions and have discussed the course equivalencies with the student, their Second Academic Advisor, Department Chair, and/or Dean (as needed).

## REGISTRAR’S OFFICE

**Course Information:** Review the provided course descriptions or syllabi provide by the student and any credit equivalency information provided by the International Office or through independent research. Complete the field asking for “KU Credits” to indicate the amount of credit the student will receive. Indicate if you approve the course, and if not, provide a reason for denial.

**Signature:** The Registrar’s Office will sign to indicate that they have reviewed all information and have issued a decision for each course.

## FINAL NOTES

**Timeline:** It may take 1-2 weeks to receive final approval as the form will go through several offices. Once complete, a copy of the signed form will be provided to students, the International Office, and the Registrar’s Office.

**Think it’s Taking Too Long?** If the process has taken more than 2 weeks, you can check in with IT at [helpcenter@kutztown.edu](mailto:helpcenter@kutztown.edu) to see where the document is in the workflow of: ***Student > International Office > Academic Advisor > Second or Third Academic Approver (if applicable) > Registrar’s Office > Complete!***

**Completed Forms:** A copy of the completed form will be sent to the Registrar’s Office, the International Office, and the student.

**Contact:** Email [studyabroad@kutztown.edu](mailto:studyabroad@kutztown.edu) if you have any questions about this form. The International Office is located in Old Main (E-Wing), Room 24.