

REQUEST FOR PRIOR APPROVAL OF STUDY ABROAD PROGRAM TRANSFER CREDIT

TO THE STUDENT: Students participating in exchange or study abroad programs must complete this form to request credits for courses taken abroad. List each course that you will take abroad and obtain approvals from the chairperson in the departments from which you plan to obtain credit. A separate Prior Approval form must be completed for each semester/term abroad.

Name: _____ Student ID# _____ Date: _____
 Major/Minor: _____ / _____ Academic Level: Undergraduate Grad. Tel. () _____
 Host City/ Country: _____ Study Abroad Provider: _____ Host Institution: _____
 UMass Email: _____ Dates of proposed study: Winter: _____ Spring: _____ Summer: _____ Fall: _____

- Each course must be approved by the UMassD academic department that would award the credit. **Print the syllabus/course description for each course** you would like to take abroad, plus we suggest including an alternate for each course. For example, if you are planning on taking 4 courses abroad, it is recommended to have a minimum of 8 courses pre-approved.
- Contact the appropriate department to review each course in that discipline. For example, if you are planning on taking a History course abroad, you need to have the course approved by the History Dept. Chairperson. You must provide the printed syllabus and/or course description to the Dept. Chairperson who will review the course. Follow this procedure for each course.
- Once all the individual courses have been approved, contact the Department Chairperson (or Graduate Coordinator, if you are a graduate student) of your major to review and sign on the second page of the course approval form in the designated spot. If your college has a liaison, they must also sign the second page of the form.
- Bring the form with all the above authorizations completed, to the IPO (LARTS 016) by the due date (For Spring/Winter programs: Dec 1; for Fall/Summer programs: May 1).

I am aware of the policies and procedures outlined in my home campus university catalog and referenced on the study abroad website. If I register for courses not listed on this form, I understand that it is my responsibility to notify IPO immediately of this change, obtain written approval from the appropriate Department Chairperson and forward this approval to the IPO. Failure to do so may result in zero credit for those course/s. I am aware that I must maintain enrollment equivalent to full-time status in the Fall or Spring semesters.

Student Signature: _____ Date: _____

Name of Academic Advisor: _____ Name of Dept. Chair _____

TO FACULTY: This form verifies student enrollment status and is a required form for release of financial aid. *Please complete and return to the student promptly.* This student has applied for study abroad and requests that the following course(s) be approved for academic credit. Please evaluate the course, determine the most suitable course equivalent and number of credits to be awarded. If there isn't an appropriate equivalency, elective credit may be granted. All approved courses taken abroad must have an assigned equivalency.

<u>Study Abroad Course Title</u>	<u>Course#</u>	<u>Host Credit</u>	<u>UMass Campus Equivalent Course #</u>	<u>UMass Credits</u>	<u>Chair Signature</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

REQUEST FOR PRIOR APPROVAL OF TRANSFER CREDIT OF STUDY ABROAD PROGRAMS

TO STUDENT & CHAIR/FACULTY MEMBER: The signatures below indicate review of the courses taken abroad in relation to completion of degree requirements. *SIGN AND RETURN TO THE INTERNATIONAL PROGRAMS OFFICE (LARTS 016).*

Major Department Chair _____

Print Name: _____ Date: _____

College Liaison or Dept. Graduate Coordinator: _____

Print Name: _____ Date: _____

International Programs Office Advisor: _____

Print Name: _____ Date: _____

College Liaisons

<i>College</i>	<i>College Liaisons</i>	<i>Contact Information</i>
Charlton College of Business (CCB)	Not applicable	
College of Arts and Sciences (CAS)	Not applicable	
College of Engineering (COE)	Jennifer Murphy	College of Engineering (DION 319A) T. 508-910-6959 jennifer.murphy@umassd.edu
College of Nursing (CON)	Not applicable	
College of Visual and Performing Arts (CVPA)	Ziddi Msangi	College of Visual and Performing Arts 310A T. 508-999-9291 zmsangi@umassd.edu

**University of Massachusetts Dartmouth
International Programs Office**

**Request for Prior Approval of Study Abroad Program Transfer Credit
Addendum**

I understand:

1. It is the student's responsibility to get study abroad courses pre-approved. Instructions on how to go about getting course approvals are listed on the "Request for Prior Approval of Study Abroad Program Transfer Credit" form. The due dates to submit the completed form to the International Programs Office (IPO) are:
 May 1 – for Summer, Fall or Academic Year programs
 Dec 1 – for Winter and Spring programs
2. All study abroad courses need to be pre-approved.
3. If you would like to take a course that is not on your "Prior Approval" form, the student may request academic credit but the awarding of credit is NOT guaranteed. The student should email the faculty member immediately with their request (syllabus of the course they would like to take must be attached). If approved, the email with the approval and course equivalency should be forwarded (intl_programs@umassd.edu) to the IPO for it to be attached to the "Prior Approval" form already on file.
4. If a student takes a course that is not pre-approved, the awarding of credit is NOT guaranteed. It is the student's responsibility to reach out to faculty with their course syllabus, assignments, etc. to request credit. All such approvals must be submitted on a "Retroactive Course Approval Form."
5. It is the student's responsibility to ensure that the transcript is sent to the IPO. The address is:

University of Massachusetts Dartmouth
International Programs Office
285 Old Westport Road
North Dartmouth, MA 02747
USA

6. The processing of study abroad credits (with all pre-approvals on file) can take 3-4 months to complete from the time the program ends.

Name _____ Student ID _____

Study Abroad Program _____

Study Abroad Term _____

Signature _____ Date _____