Barney Study Abroad Course Approval Form

Student Instructions:
- To be completed **BEFORE** you study abroad.
- Discuss your potential course selections with the Courtney Culler, Manager, Undergraduate Student Services.
- **Be sure that you understand how your course selection affects your progress toward graduation.** Obtain your advisor’s signature.
- Fill in course information about the classes you hope to take while studying overseas. **Please note that course availability overseas may be limited, so be sure to include alternate course selections.**
- You **MUST** attach a course description for each class.
- If you hope to receive AUC credit for a course taken overseas you must get it approved by Caryn Christensen, AUC Director, who must sign under the Chair section.
- For courses outside your major, including courses outside of Barney, you will need to obtain a signature from the Chair of the appropriate department.
- If you are doing an internship abroad, you must receive approval from the departmental Professor of Record.
- If you change any course while abroad, you are responsible for notifying the Study Abroad Office and the Academic Services Office.
- A student may not spend more than two semesters abroad without first receiving approval from 1) the academic services office, 2) department Chair and 3) Dean of your College.

Advisor/Chair Instructions:
- Review each course title and description
- Sign those you approve – **see next page for Barney-specific advising guidance**
- If the student is seeking an AUC equivalent, the AUC Director must sign off on it
- Advisor should keep a copy of completed form for student’s file

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<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
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<tbody>
<tr>
<td>ID #</td>
<td>Advisor</td>
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<tr>
<td>College</td>
<td>Expected Graduation Date (Month/Year)</td>
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<tr>
<td>Major 1</td>
<td>Minor 1</td>
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<td>Major 2</td>
<td>Minor 2</td>
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<tr>
<td>Institute Abroad</td>
<td>Host country</td>
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**The University of Hartford policy regarding repeating courses does not apply to study abroad courses**

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<thead>
<tr>
<th>Overseas Course Title, Subject, Number</th>
<th>UH Equivalent Course or UH Requirement</th>
<th>Chair Name &amp; Signature Internship Professor of Record</th>
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Please return this form to the Study Abroad Office

Student Signature_____________________ Advisor Signature_____________________

Degree Evaluator/Academic Services Advisor Signature________________________________
Barney School of Business
Study Abroad Advising

Advising process:
1. Student meets with Academic Services Office and obtains signatures;
2. Department chair(s) for business and non-business course approval and signatures;
3. AUC Office for AUC course approval and signatures;
4. Professor of Record for internship approval and signature (Dr. Warren for AC, Dr. Rassekh for EC/FIN or Prof Bzullak for MGT/MKT).
5. Advisor Signature once all Chair signatures are collected.
6. Barney Academic Services for final approval. Barney Academic Services retains copy of the completed form;
7. Student takes the completed form to the Study Abroad Office.

Advising guidelines:
- All business and non-business courses require department chair approval
- One course may transfer into the business major; other business courses may transfer as unrestricted electives.
- Students taking MKT 310 abroad are required to take the MKT 310 transfer exam upon returning.
- Courses to fulfill AUC requirements must have AUC Office approval
- Learning Disability: It is the students’ responsibility to understand what resources may be available at international schools for documented learning disabilities and consideration should be given to the choice of schools depending on said availability.
- Approved business courses are substituted for Barney courses but are not identical courses. Therefore, should you not do well, the grade cannot be replaced by repeating the Barney course once back at the University of Hartford.
- Courses taken abroad for Pass/No Pass grading count toward the maximum of four courses eligible for Pass/No Pass grading. Students must receive authorization from the Study Abroad Office for Pass/No Pass grading.