

# Barney Study Abroad Course Approval Form

<b>First Name:</b>	<b>Last Name:</b>
<b>ID #:</b>	<b>Advisor:</b>
<b>College:</b>	<b>Expected Graduation Date:</b>
<b>Major 1:</b>	<b>Minor 1:</b>
<b>Major 2:</b>	<b>Minor 2:</b>
<b>Overseas Program:</b>	<b>Host Country:</b>

## Student Instructions:

- To be completed **BEFORE** you study abroad.
- 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.
- Discuss your potential course selections with the Brianna Hall, Manager Undergraduate Student Services.
- If you hope to receive **AUC/UIS credit** for a course taken overseas you must get it approved by Tatum Krause, AUC/UIS Student Academic Administrator, who must sign under the Chair section ([Krause@hartford.edu](mailto:Krause@hartford.edu))
- 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 (Dr. Warren for AC, Dr. Rassekh for EC/FIN, Dr. Lofink for MGT/MKT).
- 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 below for Barney-specific advising guidance
- If the student is seeking an AUC/UIS equivalent, the AUC/UIS Director must sign off on it
- Advisor should keep a copy of completed form for student's file

## 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 notify the Study Abroad Office for Pass/No Pass grading prior to the University of Hartford the deadline.

*The University of Hartford policy regarding repeating courses does not apply to study abroad courses*

<b>Overseas Course Title, Subject, Number</b>	<b>UHart Equivalent Course or UHart Requirement</b>	<b>Dept. Chair/ Internship Professor of Record PRINTED Name &amp; Signature</b>

**Please return this form to the Study Abroad Office**

**Student Signature**\_\_\_\_\_

**Advisor Signature**\_\_\_\_\_

**Degree Evaluator/Academic Services Advisor Signature**\_\_\_\_\_