

Study Abroad Course Approval Form

Must be completed BEFORE you study abroad

UNIVERSITY
OF HARTFORD

First Name:	Last Name:
ID #:	Status while abroad: Soph Jun Sen Grad
College:	Advisor (s):
Major (s):	Minor (s):
Study Abroad Program:	Expected Graduation (Month/Year):

Student Instructions:

- Discuss your potential course selections with your faculty advisor and be sure to understand how the study abroad courses will fit into your degree program.
- For **courses in your major**, your advisor can approve it; you must provide the course description.
- For **courses outside your department (even if part of the major)**, you must meet with the chair of that specific department and bring the course description for the chair to review, assign course equivalent, and sign the form (you can find the department chairs using the University's Directory system).
- For **UIS courses**, you must meet with the UIS Student Academic Administrator Tatum Krause, CC 201 (Krause@hartford.edu); bring the course description.
- **Attach course descriptions for all classes.**
- If you change any courses while abroad, you are responsible for notifying the Study Abroad Office and your advisor to seek approval for any new course.
- Note that course availability overseas may be limited, so **you must include alternate course selections.**

Advisor Instructions:

- Your advisee is planning to study abroad, please assist the student regarding how the study abroad courses will fit into the degree program.
- For courses in your department, assign a course equivalent and provide your signature.
- Once the student receives all approval signatures, please do a final review of the courses and sign the bottom.
- Advisor should keep a copy of completed form for student's file

Chair Instructions:

- Review each course title and description in your department
- For those courses you approve, assign a course equivalent and provide your signature

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

Overseas Course Title, Subject & Number	UHart Equivalent Course and/or UHart Requirement	Department Chair's Name & Signature (see #3 in student instructions)	Advisor's PRINTED name and Signature

Return this form to the Study Abroad Office

Student Signature_____

Degree Evaluator_____

Advisor Signature_____