# Course Approval Form | Non-CU Denver Programs

Student Name ____________________________________       Student ID ____________________________
Major ___________________________________________         Minor _______________________________       Program Term and Year ________________________________
Program Name, including Study Abroad Provider and Host University, if applicable __________________________________________________________________________

University*  
Issuing Transcript ____________________________________  Program Location ____________________________________

*UNIVERSITY MUST BE AN ACCREDITED HIGHER EDUCATION INSTITUTION, VERIFIED BY OGE

ATTENTION: Before completing the section below, please read the instructions on the reverse side of this page.

<table>
<thead>
<tr>
<th>TO BE COMPLETED BY STUDENT</th>
<th>TO BE COMPLETED BY ADVISOR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title of course abroad</strong></td>
<td><strong>Type of credit</strong></td>
</tr>
<tr>
<td>Department/Number/Title</td>
<td>Major, Minor, or Elective</td>
</tr>
<tr>
<td></td>
<td>Minimum letter grade needed (to count for major/minor requirement)</td>
</tr>
<tr>
<td>Ex. HIS 301: History of Ireland</td>
<td>Ex. Major</td>
</tr>
</tbody>
</table>

Approved by: Name (please print)                     Signature        Date
College/School Advisor ______________________________________  ____________________________  __________________
Office of Global Education _________________________________  ____________________________  __________________

Note: Final transfer and credit evaluation is contingent upon receipt of official transcript from the study abroad host institution and final approval by Office of Global Education.

Updated Fall 2018
# COURSE APPROVAL FORM

## Student Instructions

1. **STUDY ABROAD COURSES**
   - Fill out the first column with courses you would like to take during your studies abroad. It is recommended that you get extra courses approved so that you have options with your class schedule.
   - Internship credit cannot be transferred from another institution, whether domestic or international. More specifically, internship credit awarded by a third party study abroad provider or host institution will not transfer back to CU Denver and should not be included on this form. If you wish to receive academic credit for an international internship, you must work directly with CU Denver's Experiential Learning Center (ELC) in order to have your internship pre-approved and to enroll in the appropriate CU Denver internship course.

2. **COURSE DESCRIPTIONS AND SYLLABI**
   - Print out your course descriptions and syllabi and bring them to your advisors for approval.

3. **MAJOR AND/OR MINOR ADVISOR(S)**
   - Visit your major and/or minor advisor(s) first to discuss your plans to study abroad. Major and/or minor advisors approve and sign off on courses in their respective departments.

4. **OTHER ADVISORS**
   - All courses outside your major and/or minor must be approved by the appropriate department (i.e. History of Brazil is approved by the History Department; Geography of Southern France is approved by the Department of Geography and Environmental Sciences). For questions about which department approves a particular course, contact us at study.abroad@ucdenver.edu or at 303.315.2001.
   - For language courses, see the appropriate advisor below from the Modern Language department:
     - Spanish – Devin Jenkins (devin.jenkins@ucdenver.edu)
     - French – Diane Dansereau (diane.dansereau@ucdenver.edu)
     - Chinese – Victor Woo (i-hao.woo@ucdenver.edu)
     - All other languages – Tim Phillips (tim.phillips@ucdenver.edu)

5. **FINAL COURSE APPROVAL**
   - To have your entire Course Approval Form signed off, visit your school/college advisor. (i.e. College of Liberal Arts and Sciences, Business School, College of Arts and Media, etc.)

6. **SUBMIT FORM TO THE OFFICE OF GLOBAL EDUCATION**
   - After reviewing the completed form, the Office of Global Education will upload it to your study abroad application.

## Advisor Instructions

1. **READ COURSE DESCRIPTIONS AND SYLLABI PROVIDED BY STUDENTS**
   - The advisor for the student’s major completes this form for courses that will count towards his/her major.
   - The advisor for the student’s minor completes this form for courses that will count towards his/her minor.
   - The student’s college or school advisor completes the form for courses that will count towards his/her CORE requirements.
   - All other courses can only be approved by an advisor in the corresponding department (i.e. History of Brazil is approved by the History Department; Geography of Southern France is approved by the Department of Geography and Environmental Sciences).
   - The student’s college/school advisor signs off on the fully completed form.

2. **TYPE OF CREDIT**
   - Enter the appropriate type of credit (major, minor, elective, CORE) in this column.

3. **MINIMUM GRADE NEEDED**
   - Per the Study Abroad Credit Transfer Policy, “Students who receive a D- or above for a course abroad will receive a “P” or pass on their CU Denver transcript. Students who receive an F grade for a course abroad will receive an “F” or fail on their CU Denver transcript. This F will affect a student’s overall GPA.”
   - If a higher letter grade is required in order for a course taken abroad to count for a specific major/minor requirement, please indicate this higher letter grade here.

4. **CU DENVER DEPARTMENT EQUIVALENCY & LEVEL**
   - Based on the course descriptions and syllabi, determine if there is an equivalent CU Denver course.
     - If there is an equivalent course, enter in that course information (i.e. HIST 4029, PSCI 3042, etc.)
     - If there is no equivalency, enter the appropriate department and level for this course, written as #999 (i.e. HIST 4999, PSCI 3999, etc.).
     - Topics course codes will not be accepted by the Office of Global Education. If no equivalent exists, use department suffix and #999.

5. **NUMBER OF CREDITS**
   - Enter in the appropriate number of credit hours. Please refer to the number of contact hours listed in the course description and syllabus.

6. **ADVISOR AUTHORIZATION**
   - Print and sign your name for the course(s) you have approved.

7. **DEPARTMENT**
   - Enter your academic department in the final column.

---

For questions, contact us at study.abroad@ucdenver.edu or at 303.315.2001