



THE UNIVERSITY OF TEXAS AT EL PASO

Study Abroad Office

Study Abroad Course Approval Form Instructions

The Study Abroad Course Approval Form must be completed before your leave for your Study Abroad Program. Students must select a minimum of 8 courses to be pre-approved by the Department Chair(s) and your Advisor.

Please read these instructions carefully and do not hesitate to contact the Study Abroad Office (studyabroad@utep.edu) with questions.

CREDIT AND GRADES: Grades are calculated into your GPA for all **EXCHANGE PROGRAMS**. Grades from **3rd PARTY PROVIDER PROGRAMS** (including **ISEP DIRECT**) are not calculated into your GPA. Students will only receive **TRANSFER CREDIT** from **3rd PARTY PROVIDER PROGRAMS** (including **ISEP DIRECT**).

TRANSCRIPTS: Students must request the official (sealed) transcripts from their program abroad to be sent to the Study Abroad Office at this address:

Study Abroad Office
The University of Texas at El Paso
500 W. University Ave.
Academic Services Building Room 218
El Paso, Texas 79968
Telephone: +915.747.6173
Email: studyabroad@utep.edu

TO THE STUDENT:

Review the available courses online on the University or Program's website. Select at least EIGHT (8) courses to be preapproved. Course approvals should be obtained from the Department Chair in the corresponding department. For example, if you intend to take a History course, then the Chair of the History Department must approve the course. You must submit course descriptions and/or syllabi and materials to the Department Chair for his/her use when considering approvals. It is best to allow several weeks for obtaining course approvals since many Department Chairs require appointments or for you to leave the paperwork with them to pick up at a later date. After receiving approval from the Department Chair(s), you must meet with your Academic Advisor to determine if courses you intend to take will count as part of your degree plan or as electives.

TO THE DEPARTMENT CHAIR:

This student is currently completing the documents required to participate in a study abroad program. The student requests that the following course(s) be reviewed for approval. Please

evaluate the course, determine the most suitable UTEP equivalent and provide signature approval based on the information provided.

TO THE ADVISOR:

This student is currently completing the documents required to participate in a study abroad program. S/He has gotten the following courses approved by the appropriate Department Chairs. Please review the list of courses selected and determine if the courses will count as part of the student's University core curriculum, major requirements, minor requirements or electives.

TO THE DEAN:

This student is currently completing the documents required to participate in a study abroad program. S/He has met with the appropriate Department Chair(s) and his/her advisor to have the courses approved. Please review and approve the student's final course selections.

Important **Student** Reminders:

- ✓ You must enroll in the equivalent of 12 U.S. Credits. If you take more than 12 U.S. Credits, then you will be charged for the extra courses upon your return.
- ✓ You must not duplicate any previous coursework.
- ✓ Each course taken abroad must be approved by the appropriate Department Chair.
- ✓ All courses on your transcript must be approved. Do not enroll in any course abroad that you do not want to receive credit for or that has not been approved.

Important Reminder for **Department Chairs:**

- ✓ Only award credit for courses listed in the current UTEP catalog.
- ✓ ECTS (European Credit Transfer and Accumulation System) is used in most European Countries. One ECTS credit is equivalent to .5 U.S. credits; therefore, 3 U.S. credits is equal to 6 ECTS credits. You are able to round up or down for courses of 5, 6, or 7 ECTS to have it equal 3 US credits. If a student requests approval for a course that is less than 5 ECTS, you must "bundle" similar courses to create a minimum of 6 ECTS credit in order to provide equivalent UTEP credit.
- ✓ Equivalencies must be awarded on course content and not student ability.

The Study Abroad Office can only process your credit once ALL courses have been approved.

Study Abroad Credit Approval Form



You should get at least eight (8) courses pre approved so you have options if it is necessary to change courses once you arrive at your host institution.

➡ Do not forget to take copies of course descriptions or syllabi to Department Chairs for individual course approvals.

Please Print Clearly in Black or Blue Ink.

Student Name	Student ID #	Semester Abroad <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____	Anticipated Graduation Date <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____
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Program Name	Host Institution	Country	# of Weeks Per Semester
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Host Institution Course #	Host Institution Course Title	Contact Hours Per Week	UTEP Equivalent	Authorization				
			<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Course Abv: _____</td> <td style="width:50%;">Course # _____</td> </tr> <tr> <td colspan="2">Course Name: _____</td> </tr> </table>	Course Abv: _____	Course # _____	Course Name: _____		Printed Name: _____ Department: _____ Signature: _____ Date: _____
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			Course Name: _____		

Academic Advisor Signature

Assistant Dean Signature

Study Abroad Coordinator Signature

Academic Advisor Name

Assistant Dean Name

Date

Academic Advisor Email

Date

Date