

Course Pre-Approval Form for Undergraduate Students

For UTD International Education

Associate Dean:

This student is coming to you to seek departmental program approval for courses he/she intends to take while participating in a study abroad program or exchange program.

Please review the course descriptions provided by the student and indicate whether or not these courses can earn UTD credit and/or how the courses taken abroad may apply toward the degree plan. Please list the courses abroad and UTD equivalents. Students must have approval from Associate Deans for approval of general courses and core curriculum requirements. This may require multiple Associate Deans' approvals.

While abroad, the student will be registered in a generic study-abroad course at UTD, and the number of credit hours enrolled in will reflect full time status unless otherwise indicated. The student will receive an incomplete until the transcript from the foreign institution arrives. The official transcript will be sent to the Office of the Registrar, where work completed will be posted to the UTD transcript. Your signature before the student leaves will expedite the process of awarding appropriate credit when the official transcript arrives. The pre-approval form represents the courses the student intends to take abroad. Once abroad, the student must complete a course verification form and return it to the Office of International Education upon enrollment. Courses that have not been pre-approved must be submitted to you as Associate Dean for approval and/or satisfaction for specific degree requirements. Actual coursework completed will not be posted to the UTD record until an official transcript has been submitted. If you have any questions please call The Office of International Education at 972-883-4715.

Students:

It is your responsibility to provide the departmental Associate Dean with a list of course descriptions for the courses you are proposing to take while abroad. Since UTD cannot guarantee the availability of courses abroad or the scheduling convenience of the offered courses, you should pick several alternate courses and have them pre-approved as well. You must discuss any courses you want to take abroad with the Associate Dean in your School. Approval may be required by more than one Associate Dean for courses outside your major. Finally, you must obtain a signature of pre-approval from the Registrar's office. **A copy of this *completed* form must be returned to the Office of International Education for your file.**

