

# Course Pre-Approval Form for Undergraduate Students

For UTD International Education: Internship/Independent Study/Other

## Associate Dean:

This student is coming to you to seek departmental program approval for internship/independent study(ies) abroad.

Please review the program descriptions provided by the student and indicate whether or not these internship/independent studies can earn UTD credit and/or how them taken abroad may apply toward the degree plan. Please list the internship/independent study 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 internship/independent study is completed. The final product of the internship/independent study is required to be sent to the Academic Advisor, 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 grade is assigned. The pre-approval form represents the internship/independent study the student intends to pursue abroad. Once abroad, the student must complete a program verification form and return it to the Office of International Education upon enrollment. Internship/independent studies 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 grade 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 description for the internship/independent study you are proposing to take while abroad. Since UTD cannot guarantee the availability of these programs abroad or the scheduling convenience of the offered internship/independent studies, you should pick several alternate programs and have them pre-approved as well. You must discuss any internship/independent study 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.**

☐ **Internship**☐ **Independent Study**☐ **Other**

|                                       |                         |
|---------------------------------------|-------------------------|
| <b>STUDENT'S NAME: (Please print)</b> | <b>STUDENT ID #:</b>    |
|                                       | <b>Phone Number(s):</b> |

**Name & Location of Foreign Institution/Program:** \_\_\_\_\_

**ASSOCIATE DEAN:            Approval of Coursework**

**PROPOSED COURSES FOR UNDERGRADUATE PRE-APPROVAL**

- |                                    |   |
|------------------------------------|---|
| 1) Course Abroad: _____            | UTD Equivalent Course: _____                  |
| Degree Requirements Met? Yes / No  | UTD Course Name: _____                        |
| or Core Curriculum Course? Yes /No | Semester Credit Hours: _____                  |
| Approved by: _____                 | _____   |
| Department ADU's signature         | <i>Outside ADU's signature (If necessary)</i> |
|                                    |   |
| 2) Course Abroad: _____            | UTD Equivalent Course: _____                  |
| Degree Requirements Met? Yes / No  | UTD Course Name: _____                        |
| or Core Curriculum Course? Yes /No | Semester Credit Hours: _____                  |
| Approved by: _____                 | _____   |
| Department ADU's signature         | <i>Outside ADU's signature (If necessary)</i> |
|                                    |   |
| 3) Course Abroad: _____            | UTD Equivalent Course: _____                  |
| Degree Requirements Met? Yes / No  | UTD Course Name: _____                        |
| or Core Curriculum Course? Yes /No | Semester Credit Hours: _____                  |
| Approved by: _____                 | _____   |
| Department ADU's signature         | <i>Outside ADU's signature (If necessary)</i> |
|                                    |   |
| 4) Course Abroad: _____            | UTD Equivalent Course: _____                  |
| Degree Requirements Met? Yes / No  | UTD Course Name: _____                        |
| or Core Curriculum Course? Yes /No | Semester Credit Hours: _____                  |
| Approved by: _____                 | _____   |
| Department ADU's signature         | <i>Outside ADU's signature (If necessary)</i> |

**REGISTRAR:            Approval of Coursework**

\_\_\_\_\_  
Signature of Registrar's Office

Date: \_\_\_\_\_

Printed Name of Registrar's Rep. \_\_\_\_\_ Campus Phone No. \_\_\_\_\_

**Please attach Out-of-State Foreign and Field Trip Course Approval Form**

**OFFICE OF INTERNATIONAL EDUCATION**

\_\_\_\_\_  
Signature of OIE Director

Date: \_\_\_\_\_

Printed Name of OIE's Resp. \_\_\_\_\_ Campus Phone no. \_\_\_\_\_

**STUDENT SIGNATURE**

Date: \_\_\_\_\_

**You must return this *completed* pre-approval form to the Office of International Education before signing above.**