

STUDY ABROAD ADVISING AND CREDIT EVALUATION AGREEMENT INSTRUCTIONS

STUDENT

STEP 1: MAKE A SHORT LIST OF COURSES YOU WOULD LIKE TO TAKE WHILE STUDYING ABROAD.

To find this information, course descriptions may be found on host institution websites, or in some course catalogs, which may be available in the Study Abroad Office (209 Morrill Hall). You may also consult the Transfer Guides (see website address and instructions on the Advisors portion of this form).

If you cannot find coursework for the second semester of a yearlong exchange, bring a blank form with you overseas to be completed when the information becomes available. If you cannot find any course information at all for your host institution, do not panic. Use this form to obtain overall program approval (advisor's signature required) and submit it to the Study Abroad Office. Bring another copy of this form with you overseas. Once you have obtained the course information, you can fax the form, along with your advisor's name and department, to the Study Abroad Office at (208) 885-2859.

STEP 2: TAKE THIS LIST OF COURSES TO YOUR ACADEMIC ADVISOR.

When you meet with your advisor, please bring copies of transfer guide printouts, course descriptions from host institution websites, or course catalogs borrowed from the Study Abroad Office. Discuss how courses taken abroad will affect your major. If you are not a foreign language major but you plan on taking foreign language courses abroad that may result in a minor, please meet with Irina Kappler-Crookston in the Dept. of Foreign Languages & Literature in addition to meeting with your academic advisor. If you are taking other courses outside your major, please obtain a signature from an advisor in the appropriate department. *Make sure course numbers correlate on the form (i.e. course #1 listed on the first line of Host Institution Courses should correlate with its equivalent under UI Course Equivalencies and should also be written on line #1 of that section.*

PLEASE NOTE: While semester study abroad participants are required to register for a minimum of 12 credits (9 graduate), you should get more courses approved than you actually plan on taking. This will allow you to have more flexibility adding and dropping classes during your first few weeks of classes at your host institution without having to chase down your UI academic advisor from overseas to get his/her approval for the changes.

STEP 3: REQUEST A PROGRAM APPROVAL SIGNATURE FROM YOUR DEPARTMENT.

Some departments may allow your Academic Advisor to sign-off on your program while others may require a signature from the Chair. Ask your Academic Advisor which departmental policies apply.

STEP 4: REQUEST PROGRAM APPROVAL SIGNATURE FROM YOUR COLLEGE DEAN OR ASSOC. DEAN.

STEP 5: SUBMIT THE FORM TO THE STUDY ABROAD OFFICE!

Be sure to attach copies of course descriptions for courses not already in the UI Transfer Guides list. After receiving your form, Study Abroad will forward a copy to the Registrar's Office, where it will be signed and kept in your file.

Did you know?

- Courses transfer to the University of Idaho on the same level (lower division/upper division) as the credits that were earned at the host institution
- Courses given the UI number "000" transfer as elective credit
- Your advisor/dean are the final authorities on the applicability of the overseas courses to your curriculum requirements
- Study abroad courses may be used toward satisfying the UI residency requirement for graduation with the approval of your academic advisor, department, and college dean/associate dean
- If you have questions about credit transfer, you can get help by speaking with Sherri Brood (sbrood@uidaho.edu, 885-2023) or Dennis Lincks (dennis@uidaho.edu, 885-9220), the credit evaluators in the Registrar's Office.

ADVISORS

STEP 1: REVIEW THE PROPOSED COURSE INFORMATION (TRANSFER GUIDES, COURSE DESCRIPTIONS, SYLLABI, ETC.) THAT THE STUDENT HAS SUBMITTED.

For some students it may be impossible to obtain any specific course information prior to departure (typically this situation would arise when dealing with some ISEP institutions). In that case, please go to Step 3. You may give overall program approval, and the student will follow up with specific course information from overseas.

TRANSFER GUIDES

UI's Transfer Guides can be found at: <http://www.uidaho.edu/registrar/transguide/transferguides.html> (click on CURRENT ARTICULATION GUIDES located on the left side of the page; scroll down to the bottom and click on Foreign Countries, then click on the appropriate host institution listed). If a transfer guide does not yet exist for the host institution, please consult course descriptions that may be available on host institution websites. In some cases the Study Abroad Office (209 Morrill Hall) may also have course catalogs available.

STEP 2: IN CONJUNCTION WITH THE STUDENT, COMPLETE THE APPROPRIATE HOST INSTITUTION AND UI CREDIT EQUIVALENCY SECTIONS.

List the proposed courses in the Host Institution Courses table along with the subject. Remember to list any course #'s and credits/units available for each course. Otherwise leave these columns blank. More classes should be listed than the student actually plans on taking since he/she may want to drop or change classes upon arrival.

In the UI Course Equivalencies table, list the appropriate UI course equivalencies. Make sure course numbers correlate on the form (i.e. course #1 listed on the first line of Host Institution Courses should correlate with its equivalent under UI Course Equivalencies and should also be written on line #1 of that section). While it is rare that a course taken overseas will be exactly the same as a UI course, many will be approximately equivalent. For equivalent courses list the relevant UI subject, course number, and course title. If the course is **not approximately equivalent**, give it a "000" course number indicating it is an **elective**.

For each course indicate **UD** (for upper division), **LD** (lower division), or **G** (graduate) if your reference material lists the appropriate level. Otherwise leave this column blank. **Please note:** foreign credits are considered lower division without supporting material to the contrary.

Indicate if the information for this course was derived from transfer guides (put a **check next to the course** in the **transfer guide** column). This will aid the credit evaluators in the Registrar's Office as to what new courses should be added to the Transfer Guides. Finally, initial or sign next to each course in the signature column.

CORE CURRICULUM: If you believe that the student will take courses that may satisfy core requirements, please encourage the student to contact Sherri Brood or Dennis Lincks in the Registrar's Office at sbrood@uidaho.edu or dennis@uidaho.edu or at (208) 885-2023 / 885-9220 to verify their equivalency.

STEP 3: PROVIDE THE ACADEMIC ADVISOR PROGRAM APPROVAL SIGNATURE.

STEP 4: CHECK WITH YOUR DEPARTMENT TO DETERMINE IF YOU CAN PROVIDE THE DEPARTMENT-LEVEL PROGRAM APPROVAL SIGNATURE.

If you have this authorization, please sign on the appropriate line. Otherwise, direct the student to the person who has this authority (usually the department Chair).

STUDY ABROAD ADVISING AND CREDIT EVALUATION AGREEMENT

STUDENT NAME: _____ STUDY ABROAD TERMS(S): [SPECIFY ALL THAT APPLY]

STUDENT ID #: _____ FALL 200__ SPRING 200__ SUMMER 200__

EMAIL: _____ ACADEMIC ADVISOR: _____

MAJOR: _____ HOST INSTITUTION NAME: _____

HOST INSTITUTION COURSES

#	Subject	Course # (if available)	Course Title	# of Credits or Units	Classroom Contact Hours
#1					
#2					
#3					
#4					
#5					
#6					
#7					
#8					

UI COURSE EQUIVALANCIES

#	Subject	Course #	Course Title	# of Credits	UD, LD, G	Transfer Guides (X)	Advisor Signature or Initials
#1							
#2							
#3							
#4							
#5							
#6							
#7							
#8							

Required signatures signify approval of the student's plan to study abroad.

Student's Academic Advisor _____ Date: _____

Foreign Language Advisor (Irina Kappler-Crookston) _____ Date: _____

Student's Academic Department _____ Date: _____

Student's Academic Dean or Assoc. Dean _____ Date: _____

Study Abroad Office (209 Morrill Hall) _____ Date: _____

Registrar's Office Credit Evaluator _____ Date: _____