

STUDY ABROAD ADVISING AND CREDIT EVALUATION AGREEMENT

INSTRUCTIONS FOR STUDENTS

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.

Note: UI equivalencies for **USAC Language and Culture programs** have usually already been determined by each UI academic department. These equivalencies can be found on the UI Registrar's Transfer Guides:

<http://www.registrar.uidaho.edu/transfer-guides/usac-programs.html>. However, you must still fill-out this form.

Note: The Transfer Guides do not reflect which courses are offered at each USAC Specialty Program site during a given term. This information can be found in the USAC catalog and website.

Note: If you cannot find coursework for the second semester of a yearlong program, bring a blank form with you overseas (or print it from our website once you are there) 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 by obtaining all signatures required at the bottom of the form and submit it to the UI 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 list of courses to your Academic Advisor and/or other departmental Academic Advisors

When you meet with academic advisors, please bring copies of transfer guide printouts, course descriptions from host institution websites, or course catalogs borrowed from the UI Study Abroad Office. Discuss how courses taken abroad will affect your major and how the courses you plan to take will transfer back to the UI. If you are taking courses outside your major, you must meet with an advisor from that department so that they may determine how the course(s) will transfer back. *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 applicable signatures and department names next to each UI course equivalency

This is proof that the appropriate academic department has evaluated each course and determined how it will transfer.

STEP 4: Request a program approval signature from your Academic Advisor

STEP 5: Request a program approval signature from a Foreign Language Advisor

If you are taking any foreign language courses abroad, you must get program approval from a Foreign Language Advisor. If you do not plan on taking any foreign language courses while abroad then this signature is not required for you.

STEP 6: 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 7: Request program approval signature from your College Dean or Assoc. Dean.

STEP 8: Request program approval signature from the Registrar's Office Credit Evaluator

Be sure to bring copies of course descriptions for courses not already in the UI Transfer Guides list.

STEP 9: Submit the form to the Study Abroad Office!

After receiving your form, Study Abroad will keep a copy 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 determined to transfer back as 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.

STUDY ABROAD ADVISING AND CREDIT EVALUATION AGREEMENT

INSTRUCTIONS FOR ADVISORS

STEP 1: Review the proposed course information that the student has submitted

The student should provide you with the information necessary to make transfer credit decisions (transfer guides, course descriptions, syllabi, etc.).

Note: For some students it may be impossible to obtain 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.

Note: If your advisee is attending a “USAC Language and Culture Program” UI course equivalencies have usually already been determined by each academic department and can be found at: <http://www.registrar.uidaho.edu/transfer-guides/usac-programs.html>.

Note: The Transfer Guides do not reflect which courses are offered at each USAC Specialty Program site during a given term. This information can be found in the USAC catalog and website.

STEP 2: In conjunction with the student, complete UI credit equivalency section for the courses that fall within your department.

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 for courses within your 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). 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 the course will transfer back as **elective credit**.

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 will be transferred as lower division without supporting material to the contrary and without the UI academic department approving it to transfer otherwise.

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 your signature and department name next to each course you articulated within your department.

STEP 4: If you are the student’s main Academic Advisor, provide the Academic Advisor program approval signature and the department-level (if possible) approval signature at the bottom of the form.

Check with your department Chair 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*** SAMPLE ***

STUDENT NAME: Joe Vandal STUDY ABROAD TERM(S): [SPECIFY ALL THAT APPLY]
 STUDENT ID #: 991-0000 FALL 2009 SPRING 201 SUMMER 201
 EMAIL: vand1234@uidaho.edu ACADEMIC ADVISOR: Debby Palouse
 MAJOR: Biology HOST PROGRAM/SCHOOL: ISEP/Trier University

HOST INSTITUTION COURSES

#	Subject	Course #	Course Title	# of Credits or Units	Classroom Contact Hours
#1	GERM	2234	20 th Century German Literature		45
#2	ECON	3456	Economics/Developing Countries		45
#3	GOVT	4478	German Government and Politics		45
#4	HIST		German History		45
#5	ART		Art History		15
#6					
#7					
#8					

UI COURSE EQUIVALANCIES

#	Subject	Course #	Course Title	# of Credits	UD, LD, G	Transfer Guides (X)	Required SIGNATURES & DEPARTMENT names signify approval of determined course transfer by that department.
#1	GERM	000	20 th Century German Literature	3	UD		(sig. from GERM Dept.)
#2	ECON	447	Econ. of Dev. Countries	3	UD	x	
#3	POLS	000	German Govt. and Politics	3	UD		(sig. from PolS. Dept.)
#4	HIST	000	German History	3	UD		(sig. from Hist. Dept.)
#5	ART	000	Art History	1	LD		(sig. from Art Dept.)
#6							
#7							
#8							

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

Student's Academic Advisor: (your Academic Advisor's signature) Date: _____

Foreign Language Advisor: (if taking a FL course) Date: _____

Student's Academic Department: (your major Department Chair's signature) Date: _____

Student's Academic Dean or Assoc. Dean: (your college Dean or Assoc. Dean's sig.) Date: _____

Registrar's Office Credit Evaluator: (final signature from the Registrar's Office) Date: _____

STUDY ABROAD ADVISING AND CREDIT EVALUATION AGREEMENT

STUDENT NAME: _____ STUDY ABROAD TERM(S): _____
 STUDENT ID #: _____ FALL 201__ SPRING 201__ SUMMER 201__
 EMAIL: _____ ACADEMIC ADVISOR: _____
 MAJOR: _____ HOST PROGRAM/SCHOOL: _____

HOST INSTITUTION COURSES

#	Subject	Course #	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)	Required SIGNATURES & DEPARTMENT names signify approval of determined course transfer by that department.
#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: _____ Date: _____
 Student's Academic Department: _____ Date: _____
 Student's Academic Dean or Assoc. Dean: _____ Date: _____
 Registrar's Office Credit Evaluator: _____ Date: _____