

This form is important! The link at the bottom of this page will open the major/minor/certificate credit approval form. If you do not complete this process correctly (or don't complete it at all), your graduation might be delayed!

## 1. Start form

Enter your name & CU email, then your Academic Advisor's name & email.

- Don't know this information? [Find your advisor](#).
- Taking courses for **more than one major/minor**? Complete two separate forms (and send each form to the relevant Academic Advisor).

## 2. Be ready

In a separate document, gather information about any courses that could potentially apply to your major/minor (NOT A&S Core/Gen Ed).

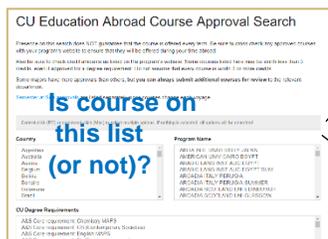
- If you need to submit courses that have not yet been reviewed, you should save information about your courses (titles, links to descriptions/syllabi, etc.) in a Word document first.

\*You can't save your changes and start again later, so make sure you are ready!

## 3. Fill it out right

(or you'll have to start over!)

The form has two distinct sections:



If course IS on list with approval for your major/minor, put in form Part 1.

If course is NOT on list, put in form Part 2 to have it reviewed by your dept.

- Do NOT include A&S core/Gen Ed courses – use the separate form in your MyCUAbroad checklist.
- Once you submit the form, you can't go back and correct it without starting over.

## 4. Know what's next

Once you submit the form it will be routed to your Academic Advisor for any next steps. After the form is finalized with decisions entered (if needed), it will be routed back to Education Abroad, checked off your MyCUAbroad list and uploaded for you to view. If your courses were denied, you can submit another form with additional courses.

- Depending on your course needs, this process can take **3-6 weeks**.

Click here to start [the major/minor course pre-approvals form](#)