

Studying Abroad on a Non-Approved Program
For Students Enrolled in Business, Education, Engineering,
Environmental Design, Music, or the Graduate School



Student Name _____	Term abroad _____
Country of program _____	City of program _____
Program's U.S. provider/sponsor or foreign institution _____	
Education abroad program name _____	
Program Provider/Sponsor Address _____	
Institution issuing the transcript upon completion of coursework _____	

STEP 1: Visit Admissions to obtain a signature about the transferability of your credit

Admissions determines if you can receive CU Boulder transfer credit for academic work done at other institutions. **Note: you will not receive transfer credit, even elective credit, unless Admissions accepts the credit.**

CU Boulder normally accepts transfer credit from this institution Yes No

Admissions staff signature: _____ Date: _____

STEP 2: Get Major/College advising* (assuming your credit was accepted by Admissions)

Once you hear back about your credit being accepted by the Office of Admissions, your academic advisor can advise you about which courses on your non-approved education abroad program might apply towards fulfillment of major requirements. Use Page 3 of this packet to map out your courses and agreed-upon equivalencies. **If Admissions does not approved your credit do not complete this step.**

Approved for departmental credit ____ Yes ____ No

Applicable conditions _____

Advisor's signature _____

Date: _____

*Note: You may skip step 2 if you will not be earning credit towards your major.

I will not be earning major credit while abroad.

CU BOULDER EDUCATION ABROAD

Center for Community 2249 Willard Loop Drive, Suite S355, University of Colorado Boulder, Boulder, CO 80309-0123
Phone: 303-492-7741 • abroad@colorado.edu • <http://abroad.colorado.edu> 10/26/2017

STEP 3: Distribute copies of the completed form

Once you've completed the steps above, make copies of this entire form. Distribute copies to the following:

- Office of Admissions (Regent Hall)
- Your major/college advisor
- Education Abroad office (C4C Room S355) (this is only for our records)
- Keep a copy for your own records

ONCE YOUR PROGRAM IS COMPLETE:

STEP 4: Send your transcript from your education abroad program to the CU Boulder Office of Admissions (once your program is complete)

It's a good idea to send along a copy of this completed form with your transcript so there are is no confusion about whether your credit needs to be reviewed again. **Mail your transcript and this form to:**

Office of Admissions
Regent Administrative Center 125
University of Colorado Boulder
552 UCB
Boulder, CO 80309-0552

STEP 5: Submit courses for A&S Core, MAPS or general elective credit*

It is university policy that the College of Arts & Sciences, which manages the A&S Core and MAPS curriculum, will not pre-review courses that are taken on a non-approved education abroad program for A&S Core or MAPS credit. You must first complete your program and submit your transcript to Admissions before you can request review of the classes to count for A&S Core or MAPS requirements. Once you have done this, use the link below to begin the request:

<http://www.colorado.edu/artsandsciencestransfer/transfer-credit-review-request>

DO NOT SUBMIT THE COURSES UNTIL YOUR PROGRAM IS COMPLETE AND ADMISSIONS HAS APPROVED YOUR CREDIT. If Admissions does not approved your credit do not complete this step.

*Note: You may skip step 5 if you are not looking to have any A&S Core, MAPS or general electives fulfilled on your program.

- I will not be earning A&S Core, MAPS or general electives while abroad.

Things to keep in mind:

- You should also keep records of all work completed abroad to document what was covered in your courses.
- If you end up taking different courses than what your academic advisor approved, you should be in touch with your advisor while you are abroad to ensure the new courses will count for credit, and which requirements they will fulfill.

Advising Form for Non-Approved Education Abroad Programs

Student Name: _____ Student Number: _____

Academic Advisor: _____ Department: _____

Anticipated place of study: _____
 University/Program City Country

Education Abroad Organization Name: _____

I. Courses which will be taken abroad: Semester credits Agreed upon equivalency

I. Courses which will be taken abroad:	Semester credits	Agreed upon equivalency
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

II. Courses which need to be taken upon student's return to CU Boulder

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Student's signature

Date

Signature of academic advisor

Date

Academic advisor's email address