Non-U.S. Programs - Study Abroad Course Pre-Approval Form

STUDENT & PROGRAM INFORMATION (*Please print clearly.)*

Student Name: _____ **Student ID:** _____

KU Email Address: _____ **Phone Number:** _____

Host Institution: _____ **Major(s) / Minor(s):** _____

Location (City, Country): _____ **Session:** Fall 20____ Winter 20____ Spring 20____ Summer 20____

U.S. Institution or Program Provider: _____ **Session Dates** - Start: ____/____/_____ End: ____/____/_____

REQUEST FOR COURSE PRE-APPROVAL (*Complete Host Institution Course section only. Attach course descriptions. Provide English translations if descriptions are not in English.)*

HOST INSTITUTION COURSE			COURSE AT KU (OFFICIAL USE ONLY)					
	DEPARTMENT/COURSE NUMBER/TITLE	CREDIT HOURS	DEPARTMENT/COURSE NUMBER/TITLE	CREDIT HOURS	APPROVED		REASON FOR DENIAL	GR
					YES	NO		
1								
2								
3								
4								
5								
6								
			Registrar's Office Signature:				Date:	

__ If a prerequisite or co-requisite is required, I assume responsibility for the required level of proficiency.
__ I assume responsibility for meeting with my academic advisor to discuss applicability of course(s) to meet degree requirements.
__ No transfer-in credit will be posted until an official transcript has been received by the **Office of the Registrar**.
__ It is the student's responsibility to request that transcripts be mailed as soon as coursework has been completed. A minimum grade of "C-" must be earned so that credit may be accepted.
__ If you intend to take more than 18 credits in one semester, you are required to obtain a signature from your Department Chair.

PLEASE READ CAREFULLY: Your request will not be processed if your records are sealed for indebtedness to the University. Permission will NOT be granted for any course(s) taken at Kutztown University and passed with a grade of D or higher. Although credit may be earned for a course taken at another institution, it will NOT count as a repeat nor will it be included in determining one's quality point average and it may NOT be taken subsequently at Kutztown University. A failed course MUST be repeated at Kutztown University in order to improve one's quality point average.

SIGNATURES

_____ Date: _____ _____ Date: _____ _____ Date: _____ _____ Date: _____

Student **Academic Advisor** **Department Chair* / Dean**** **International Office**

*Elementary Education Majors need the Department Chair's approval for all courses. **Business Majors need the Dean's signature for core courses.

Submit this form to the Office of International Education and Global Engagement

Office of International Education and Global Engagement |610-683-4939 | studyaway@kutztown.edu