

THIS IS ONLY FOR STUDENTS IN THE COLLEGE OF ARTS AND SCIENCES

STUDY ABROAD COURSE APPROVAL FORM

Type (or Print) Legibly in Black Ink

READ BOTH SIDES OF THIS FORM. Department approval prior to study abroad is required for major/minor or foreign language credit. The Director of the Undergraduate Program OR the Faculty Study Abroad Advisor for the department must approve such requests. **After matriculation, students must take the First Writing Requirement, Second Writing Requirement and all area requirements at U.Va.** With Departmental endorsement, students may take courses toward fulfilling the foreign language requirement in the language country abroad.

NOTE: Students studying abroad in their fourth year must petition their Association Dean for approval.

Name: _____ Student ID #: _____ Cum. GPA. _____

Address: _____ E-Mail Address: _____ Phone #: _____

Credits transfer only from accredited degree-granting colleges and universities or College-approved institutions.

I request permission to receive transfer credits in the CLAS for the following course/s that I plan to take at _____ (institution/study abroad program) in _____ (city) _____ (country) during the _____ Summer; _____ Fall; _____ Spring of 20____ (Year). I have not taken equivalent courses at U.Va.

List the host school course numbers and titles. See instructions on reverse for the appropriate person to approve and to supply the U.Va. equivalents. Use additional forms if necessary.

PLEASE USE A SEPARATE FORM FOR EACH DEPARTMENT - COURSE TITLE MAY NOT EXCEED 24 CHARACTERS								
	Mnemonic	Number	Course Title	Credit Hours	* Major/Minor Requirement	* For. Lang. Requirement	* Elective?	* Post-Appr. Required?
Host								
U.Va.								
Host								
U.Va.								
Host								
U.Va.								

Approval of the College: This applicant, a student regularly enrolled in this College, has permission to take the course(s) named above at the designated institution and apply them toward a degree at the University of Virginia. **THIS APPROVAL IS CONDITIONAL UPON THE FOLLOWING: 1) STUDENTS MUST NOT BE ON ACADEMIC WARNING OR SUSPENDED AT THE END OF THE TERM PRIOR TO STUDYING ABROAD, AND 2) STUDENTS MUST HAVE A CUM GPA OF AT LEAST 2.5 DURING OR AT THE END OF THE TERM PRIOR TO STUDYING ABROAD.**

Date _____ Signature of DUP or Faculty Study Abroad Advisor _____

Date _____ Transfer of Credit Evaluator _____

After obtaining the signatures required above, return this completed form to the International Studies Office for their approval in the space to the right.

ISO approval:

Student's signature: _____ I understand the rules and procedures stated on both sides of this form.

YOU MUST NOT BE ON ACADEMIC WARNING OR SUSPENDED DURING OR AT THE END OF THE TERM PRIOR TO STUDYING ABROAD. YOU ALSO MUST HAVE A CUM GPA OF AT LEAST 2.5 DURING OR AT THE END OF THE TERM PRIOR TO STUDYING ABROAD. You must confer with the Director of the Undergraduate Program or the Faculty Study Abroad Advisor BEFORE YOU SELECT A PROGRAM. You must also obtain PRIOR approval of the specific courses to transfer credit. You must also submit the Study Abroad application to the ISO.

STEPS FOR PERMISSION TO TRANSFER CREDIT TOWARD THE COLLEGE DEGREE:

1. **Review College policies** at http://artsandsciences.virginia.edu/college/awards/study_abroad.html and the study abroad database at http://web.virginia.edu/ArtsSci/study_abroad/study_abroad.asp
2. **For elective credit: submit this form to Gloria Gates** in 201C Monroe Hall. If the course you wish to take is not on the database, submit a description of the course along with the form.
3. **For major/minor or foreign language credit: Confer with the Director of the Undergraduate Program or the Faculty Study Abroad Advisor BEFORE YOU SELECT A PROGRAM TO ATTEND.** Submit this form to that advisor, along with a description of the course(s), including the total number of credit hours. Request that the advisor indicate:
 - (a) the U.Va. equivalent of the course. If no precise equivalent exists, the advisor may designate the course as a departmental elective by listing the College equivalent as 2000M, 3000M, or 4000M, depending upon the level of the course (e.g. BIOL 2000M, FREN 3000M), and
 - (b) if the course is approved for major/minor, elective or foreign language credits by checking the appropriate box, and
 - (c) if the course requires post-study approval. **If so, save all course materials and course work.**
4. Return the completed form to Gloria Gates. **Upon her approval, you will then need to deliver the form to the ISO for their approval.**
5. Once abroad, if unable to take a pre-approved course, first check http://web.virginia.edu/ArtsSci/study_abroad/study_abroad.asp for a substitute. If you're unable to find the substitute on the database, send a description of the course by post or e-mail to either **Gloria Gates** (for elective credit) or the **departmental advisor** (for major/minor or foreign language credit) **as soon as possible.** Forward the approval of a substitute major/minor or foreign language course to Mrs. Gates by e-mail (gag4j@virginia.edu) or by mail (University of Virginia, College of Arts and Sciences, P.O. Box 400133, Charlottesville, VA. 22904-4133). If unable to obtain credit approval while abroad, complete and have approved the Request for Transfer of Credit upon your return.

REPEATING COURSES: If you have already received credit for the equivalent course, duplicate credit will not be awarded.

AFTER COMPLETING THE COURSE(S):

HAVE AN OFFICIAL TRANSCRIPT SENT TO GLORIA GATES, UNIVERSITY OF VIRGINIA, COLLEGE OF ARTS & SCIENCES, P.O. Box 400133, CHARLOTTESVILLE, VA. 22904-4133

If you have secured prior permission, you will be given credit for any course in which you have received a grade of "C" or better. Courses passed with an S, P, or Credit (Pass) grading option will transfer with full credit only upon verification that they represent work equivalent to no less than a "C". Such courses also will be counted in the limit of Credit/No-Credit courses allowed. You may receive no more, and may receive fewer, than the number of credits earned at the host institutions.

Twelve or more credits attempted in a single semester will constitute one of the full-time semesters allotted to each College of Arts and Sciences student. No more than 60 non-U.Va. credits (including transfer and Advanced Standing credit) can count toward the degree in the College. No courses taken while on Academic Warning or under suspension can be counted toward a degree. If an Academic Warning or suspension is imposed, any permission previously granted is void.