

All UHCL undergraduate and/or graduate students seeking to study abroad on an approved affiliated, partner, or exchange program must complete a Course Approval Form for their education abroad coursework to be applied toward major, minor, and or core requirements. This form is not required for UHCL Faculty-Led programs.

**STUDENT INSTRUCTIONS** - Fill out the sections titled *“Completed by Student.”* List the course(s) and alternates you intend to complete during your education abroad program. **A syllabi and course description for each course are required for your Academic Advisor, Course Department Chair/Program Director to review and complete the form.**

**COLLEGES - ACADEMIC ADVISOR / DEPARTMENT CHAIR/ PROGRAM DIRECTOR INSTRUCTIONS**

Student meets with their Academic Advisor to review their CPS. Advisors indicate on the form if the requested education abroad course(s) may fulfill degree requirements to transfer back to UHCL. The Course Approval Form and the related course documents (syllabi & course description) should be forwarded to the appropriate Department Chair(s) / Program Director(s).

**College Department Chair(s)/Program Director(s)** – If approved, certify that the course(s) related to the College will meet UHCL course equivalency. Specify if the course approval is for eligible students requesting the identical course(s) within the same academic year or the course is just a one-time approval for the specific student. Each course must be signed by the authorized approving chair/director.

**SUBMIT** - After all signatures are received, the student submits the education abroad approval form through the [Education Abroad portal](#) or at [EducationAbroad@uhcl.edu](mailto:EducationAbroad@uhcl.edu).

COMPLETED BY STUDENT

UHCL ID \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Education Abroad Semester & Year \_\_\_\_\_

Country/Countries

Education Abroad Program Name

Completed by Student		Completed by Academic Advisor				Completed by Department Chair or Program Director					
Education Abroad Course Number & Title	Syllabi/Course Description Attached Yes or No	Requirements requested to be fulfilled (e.g., History)	Credit Hours	College	Degree Applicable (Yes/No)	UHCL Course Equivalency	Course one-year approval	Course one-time approval	Department Chair/Program Director Approval Signature	Printed Name	Date
(EXAMPLE) BUSS 1301 – Global	Yes	History Elective	3	BUS	Yes	BAPA	✓		Signature Required	Print Name	02/01/25
Notes:											

By signing below, I acknowledge that I understand the above course evaluations and that I may be responsible for the cost of courses that are not applicable to my degree requirements. **I also understand that if I enroll in alternative courses due to course availability, placement testing, or any other reason, I will need to contact Education Abroad to complete a new form immediately.** I also acknowledge that my request to study abroad is subject to any and all [financial aid eligibility requirements](#) and [university policies](#) not listed on this form, such as minimum grade requirements for applying coursework to my degree.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Academic Advisor/College Signature \_\_\_\_\_ Academic Advisor Printed Name \_\_\_\_\_ Date \_\_\_\_\_

### Education Abroad Course Approval Process

You are encouraged to design your education abroad course plan in advance in close consultation with your academic advisor and/or appropriate college contact for education abroad course approvals. You may focus on your major/minor while abroad or chose to explore other academic disciplines through electives.

The Course Approval Form is documentation of a student's coursework abroad and connects their degree requirements with education abroad coursework on all UHCL exchanges, direct enrollment, and partner provider programs. **Please note that if you take any courses not on your original Course Approval Form, you will need to secure the appropriate approvals and signatures prior to enrolling.** Once abroad, you are expected to take the course of study outlined in the approval form.

Official foreign transcripts from the host university are sent directly to Education Abroad and can take up to four months for delivery after the program end date, depending on the host university's academic calendar and processing. It is the student's responsibility to request that the education abroad transcript be sent directly from the host institution to UHCL Education Abroad.

### Before Meeting with Your Academic Advisor/College

- Review your Candidate Plan of Study and make sure that you understand what courses and degree requirements you have yet to fulfill.
- Research course offerings for your education abroad program.
- List your preferred education abroad courses and alternate choices on this form.
- Obtain all syllabi/course descriptions, enter the full course name, and include course numbers, if available.
- Schedule appointments with your academic advisor or appropriate College (i.e., Department Chair/Program Director) to discuss your course selections.

### Meeting with Your Academic Advisor/College

The appropriate Department Chair(s)/Program Director and your Academic Advisor must sign the course approval form. Submit the form to Education Abroad indicating your proposed plan of classes that will transfer back to UHCL and keep you on track for graduation. Please bring a copy of the course descriptions and/or syllabi for all potential education abroad courses, including alternate courses, for your advisor and the Department Chairs/Program Directors to review. Questions to Ask:

- Will any of these courses potentially meet requirements within my major or minor?
- How do the credits for my education abroad courses correspond to UHCL credits?
- Can you help me identify courses that might fulfill certain Core Education requirements?
- What degree requirements do I have left to complete?
- Are there particular requirements you recommend I should/should not try to complete abroad?
- Does my proposed abroad coursework keep me on track for graduation?
- Which faculty will receive my form and relevant documents to review the course(s)? When should I follow-up?
- If, when I arrive abroad, I need to change my course selections, whom do I contact for new course approval.
- Courses taken on an approved education abroad program may be considered in residence per the approval of the college dean. A letter or email confirming and approving this exception must accompany the Education Abroad course approval form or official UHCL Education Abroad application.

### Submitting Your Form

Submit your Course Approval form via your [education abroad portal](#) – document center or email to [EducationAbroad@uhcl.edu](mailto:EducationAbroad@uhcl.edu). Your approval is not considered received until you receive a confirmation from your education abroad advisor.

### Grades and Transcript

Students may not elect for any of their credit(s) or grades from abroad to be posted as Pass/Fail or dismissed. Students may only earn credit once for a class. When you return from abroad, and UHCL has received a copy of your abroad transcript, your education abroad coursework will be posted to your UHCL transcript. You should check your online degree plan to ensure your education abroad courses are appropriately applied to your transcript.