

# University of Houston Clear Lake

## Education Abroad Course Approval Form

All UHCL students seeking to study abroad on an approved affiliated or exchange program must complete a Course Approval Form for their study abroad coursework to be applied toward major, minor, and or core requirements.

### Student Instructions

Please fill out the sections titled “*Completed by Student.*” List the course(s) you intend to complete during your education abroad program. Include any alternate courses. **A syllabus or other detailed course information for each course is required for your advisor or college to review and complete the form.** After your academic advisor and Dean has completed the form, please upload it to your E-Services or deliver to Bayou Building 2123.

### Academic Advisor/Colleges Instructions

Meet with the student to complete the blue section. Indicate if each course can fulfill a requirement for the student’s program of study that will count toward degree requirements and transfer back to UHCL.

**SUBMIT** – Upload the completed and signed form to your E-services account, email to [EducationAbroad@uhcl.edu](mailto:EducationAbroad@uhcl.edu) or submit to Bayou Building 2123.

COMPLETED BY STUDENT						
UHCL ID		First Name		Last Name		
Study Abroad Term		Study Abroad Program Country		Study Abroad Program Name		
Completed By Student		Syllabus Attached	Completed By Academic Advisor /College			
Study Abroad Course Number & Title	Yes or No	Requirements to be fulfilled (e.g., History Major)	Credit Hours	College	UHCL Course Equivalency	Degree Applicable (Yes/No)
<i>(EXAMPLE) BUSS 1301 – Global Business</i>	<i>Yes</i>	<i>History Elective</i>	<i>3</i>	<i>BUS</i>	<i>BAPA 1301</i>	<i>Yes</i>
<b>Notes:</b>						

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 immediately contact Education Abroad to complete a new form.** 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	Student Printed Name	Date
_____	_____	_____
Academic Advisor/College Signature	Academic Advisor Printed Name	Date
_____	_____	_____
Associate Dean or Dean Signature	Associate Dean or Dean Printed Name	Date

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## **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 exchange, direct enroll, 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 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 Degree Plan 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 to discuss your course selections.

## **Meeting with Your Academic Advisor/College**

Your academic/college advisor should sign and submit the form to Education Abroad, indicating your proposed plan of classes 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 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?
- If, when I arrive abroad, I need to change my course selections, whom do I contact for new course approval.

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.