

## Instructions for Students:

All courses taken on a UTA Study Abroad program must be approved by the appropriate academic department and degree advisor.  
The course approval process can take some time, so you are strongly encouraged to start this process as soon as possible.

You should fill out all appropriate sections of this form (the top portions and the far left column *only*) before presenting it to an advisor for his/her signature. Students studying abroad for two terms should complete a form for each term.

In addition to this form, you must also provide the departmental advisor with a full course description for each of the courses you want to take while abroad. The more information you are able to provide about the course, the better the departmental advisor will be able to evaluate the course. For most courses, information is available on the affiliated program provider's or exchange university's website. If you need help finding adequate course information, contact your Study Abroad Advisor.

Please be considerate when contacting the departmental advisors and allow plenty of time for them to review the course materials.  
Do not wait until the application deadline!

Since UTA cannot guarantee the availability of courses abroad or the scheduling convenience of the offered courses, you should pick several alternate courses and have them approved as well. You must discuss any course you want to take abroad with both your academic (degree plan) advisor and the appropriate advisor in each of the academic departments in which you want to earn credit (i.e. if you are a Political Science major and want to take a Spanish class and a History class you need to speak with the undergraduate [or graduate if you are in graduate school] advisor in Spanish and with the advisor in History as well as your academic advisor in Political Science).

If your course schedule changes after you begin your program abroad and you wind up taking courses that have not been approved by a UTA advisor, you will need to get those courses approved as soon as possible. You can do this by communicating with your advisor and with the Study Abroad Office by email. You cannot get UTA credit for courses that have not been approved by a UTA advisor.

If you have questions, please contact your Study Abroad Advisor or our office at 817.272.1120 or [studyabroad@uta.edu](mailto:studyabroad@uta.edu).

Thank you,

*The Study Abroad Office*

## Instructions for Advisors:

This student is coming to you to seek departmental approval for a course he/she will be taking while a participant on a UTA Study Abroad program.

- Students attending **Reciprocal Exchange Programs** will receive UTA resident credit in letter grade format. Examples of Reciprocal Exchange Programs include Leicester University, Yamagata University, Yonsei University.
- Students attending **Affiliated Study Abroad Programs** will receive UTA resident credit in pass/fail format. Examples of Affiliated Study Abroad Programs include the American Institute for Foreign Study (AIFS), International Studies Abroad (ISA), Study Abroad Italy (SAI).

What the student is asking you to do is review the course description and indicate whether or not this course can earn UTA credit by signing in the appropriate field on the form. As this is a departmental decision, we are asking for your signature first. The student will also discuss the proposed plan of study with his/her degree plan supervisor to determine how the courses taken abroad will count in the degree plan.

- Students on **Reciprocal Exchange Programs** will be registered in a study abroad course labeled EXCH and carrying a number that matches the level and number of hours of the UTA equivalent that you assign. Example: EXCH 1491.001
- Students on **Affiliated Study Abroad Programs** will be registered in a study abroad course labeled ASA and carrying a number that matched the level and number of hours of the UTA equivalent that you assign. Example: ASA 1491.001

***If no direct equivalent for the course exists in your departmental inventory, it will still be helpful for you to indicate the level and number of hours appropriate to the course measured against UTA standards.*** Many times a special topics or conference course is used when there is not direct equivalent. Example: SPAN 33XX, Spanish Elective

After completion of the program, the transcript will be sent to the Office of International Education, and the Director of Study Abroad will enter the grades into the MyMav system. Your signature before the student leaves will expedite the process of awarding credit when the transcript arrives.

If you have any questions, please contact the office at 817.272.1120 or [studyabroad@uta.edu](mailto:studyabroad@uta.edu).

Thank you,

*The Study Abroad Office*

