

ID Number: _____ Last Name: _____ First Name: _____

Major(s): _____ Minor(s): _____ Expected Semester of Graduation: _____

Number of transfer credits: _____, of which _____ were earned post matriculation (i.e. after you entered AUP)

This is a request to take courses outside AUP. This is not a study abroad application for exchange programs (see the Study Abroad Coordinator for applications). Please indicate the name of the institution at which you intend to study as well as for which semester you plan to take these courses and approximately how many credits you plan to transfer back:

Institution Name: _____ Institution Location: _____

Fall 20____ Spring 20____ Summer 20____.

Approximate number of credits you intend on transferring back to AUP: _____

Basic rules regarding study abroad:

- All courses must be pre-approved via this paperwork
- Maximum limit of transferable credits post matriculations
- No more than 64 transfer credits in total
- 50% of all upper-level coursework within each major must be completed at AUP (some majors have additional requirements)
- A maximum of 8 credits accepted in transfer for a minor (or concentration)
- The final 16 credits prior to graduation must be completed at AUP
- Final transcripts from the other institution must be received by the Registrar's Office within one semester following approved abroad.

Student Instructions:

1. Take pre-approval packet (this cover sheet, degree requirements, unofficial transcript) along with course descriptions of intended courses to your advisor for review. Hint: always have at least twice as many courses pre-approved as you intend on taking in the event courses are cancelled, full or their just not meeting your expectations. This allows you a certain flexibility once you are on site at the other Institution.
2. Once your advisor has approved your courses, you must see the appropriate Department Chair(s) for approval depending on the requirements you intend to fulfill. For courses required by your major, this is your Department Chair; for courses satisfying General Education credits, this is the Department Chair of the discipline in question. Your advisor will direct you to the appropriate people.
3. Return the completed, fully signed packet back to the Registrar's Office for final University approval (this includes the Registrar and Associate Dean of Academic Affairs for specific articulations). Failure to submit the completed paperwork to the Registrar's Office simply results in your courses not being approved and not transferring back to AUP.

Advisor Instructions:

1. Complete the attached degree check to identify the student's remaining outstanding requirements (major/minor/GE and open electives).
2. Review the courses (and descriptions) the student would like to take outside to verify appropriateness of the student's choices and that they fit logically into the student's remaining academic career. Additional items to keep in mind :
 - a. The transfer of credits is in line with university policy (maximum 64 transfer credits, no more than 18 transfer credits post matriculation unless the student is participating in an AUP approved exchange program)
 - b. A student is required to do 50% of the upper-level major course work at AUP
 - c. A maximum of 8 credits may transfer in for a minor or concentration
 - d. The last full 16 credits must be done at AUP
3. Indicate Course Equivalent at AUP. This is your approval. If the student has completed the paperwork in advance and you do not approve a specific course, please clearly cross the course off the list. The Department Chair should be the person giving the final 'ticked' approval.

Department Chair(s) Instructions:

1. Please review the courses requested for pre-approval along with the degree check completed by the advisor. Tick the appropriate box, approved or denied before signing the form.

I, the undersigned have carefully read through and truthfully completed this pre-approval packet. I understand that incorrect or incomplete information could result in non-transfer of credits I intend to take.

Student Signature

Date

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Required Degree Check

Placement Results (please indicate placement level):

English placement _____ **French** Placement _____ Math placement: _____

Student has completed / will complete _____ credits already transferred
_____ credits at AUP
_____ credits in progress
_____ credits intended for study abroad
_____ credits remaining
_____ **TOTAL** (should be greater than or equal to 128)*

*** Be careful not to count credit for repeated courses twice!!!**

Please list below all courses (General Education, Major and/or Minor credits as well as remaining elective credits) which remain to be taken:

Remaining General Education Requirements:

COURSE CATEGORY	TITLE	CREDITS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Remaining Major/Minor Requirements:

COURSE REQUIREMENT	TITLE	CREDITS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Remaining Open Electives: _____

Please indicate any discrepancies which will need to be taken into consideration, (e.g., incomplete transcript, outstanding substitution/waiver petition(s), outstanding grades of incomplete, etc.):

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Institution Name: _____

Advisor should be indicating how the credits are intended to transfer back (i.e. indicating specific course code, or as Departmental Elective (lower or upper-level if applicable). The Department Chair should be the person checking the final approval boxes. N.B. English or French courses are not applicable for transfer back into the G.E. language sequence; science courses must have a lab component.

Course Number and title at Institution: _____
 Major Minor General Education AUP Equivalent: _____ or Open Elective Approved Denied

Course Number and title at Institution: _____
 Major Minor General Education AUP Equivalent: _____ or Open Elective Approved Denied

Course Number and title at Institution: _____
 Major Minor General Education AUP Equivalent: _____ or Open Elective Approved Denied

Course Number and title at Institution: _____
 Major Minor General Education AUP Equivalent: _____ or Open Elective Approved Denied

Course Number and title at Institution: _____
 Major Minor General Education AUP Equivalent: _____ or Open Elective Approved Denied

Course Number and title at Institution: _____
 Major Minor General Education AUP Equivalent: _____ or Open Elective Approved Denied

Course Number and title at Institution: _____
 Major Minor General Education AUP Equivalent: _____ or Open Elective Approved Denied

Course Number and title at Institution: _____
 Major Minor General Education AUP Equivalent: _____ or Open Elective Approved Denied

Course Number and title at Institution: _____
 Major Minor General Education AUP Equivalent: _____ or Open Elective Approved Denied

Course Number and title at Institution: _____
 Major Minor General Education AUP Equivalent: _____ or Open Elective Approved Denied

Course Number and title at Institution: _____
 Major Minor General Education AUP Equivalent: _____ or Open Elective Approved Denied

Course Number and title at Institution: _____
 Major Minor General Education AUP Equivalent: _____ or Open Elective Approved Denied

Course Number and title at Institution: _____
 Major Minor General Education AUP Equivalent: _____ or Open Elective Approved Denied

Course Number and title at Institution: _____
 Major Minor General Education AUP Equivalent: _____ or Open Elective Approved Denied

Course Number and title at Institution: _____
 Major Minor General Education AUP Equivalent: _____ or Open Elective Approved Denied

Course Number and title at Institution: _____
 Major Minor General Education AUP Equivalent: _____ or Open Elective Approved Denied

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Required Advising and Departmental Signatures:

Advisor Name: _____		Advisor Signature: _____		Date: _____	
Comments:					
Major/Minor Requirement (circle one)		<input type="checkbox"/> Approved		<input type="checkbox"/> Denied	
Comments:					
_____ Major/Minor Department Chair Signature			_____ Date		
Major/Minor Requirement (circle one)		<input type="checkbox"/> Approved		<input type="checkbox"/> Denied	
Comments:					
_____ Major/Minor Department Chair Signature			_____ Date		
General Education Requirement		<input type="checkbox"/> Approved		<input type="checkbox"/> Denied	
Comments:					
_____ Discipline Department Chair Signature			_____ Date		
General Education Requirement		<input type="checkbox"/> Approved		<input type="checkbox"/> Denied	
Comments:					
_____ Discipline Department Chair Signature			_____ Date		

Please return completed paperwork to the Registrar's Office. Please keep a copy of the fully form (fully completed and signed) for your records.

Registrar's Office		<input type="checkbox"/> Approved		<input type="checkbox"/> Denied	
Comments:					
_____ Registrar Signature			_____ Date		

Academic Administration		<input type="checkbox"/> Approved		<input type="checkbox"/> Denied	
Comments:					
_____ Academic Dean Signature			_____ Date		