

UTC Study Abroad Program Course Pre-Approval Form

Student Name		Study Abroad Country	
UTC ID#		Expected Departure Date (MM/DD/YYYY)	
Today's Date(MM/DD/YYYY)		Expected Return Date (MM/DD/YYYY)	

1. **Study Abroad Students:** Please fill out (1)+(2)+(3) and present course descriptions and syllabus to your academic advisor for course pre-approvals. Your advisor will not be able to approve your requested course in (#1) without course descriptions and syllabus. It is your responsibility to have course descriptions and syllabus from your study abroad host university and/or an organization.
2. **UTC Academic Department Chair:** Study Abroad Students will submit all documents you need to approve study abroad courses. Please fill out (4)+(5)+(6)+(7) and return this form to the student.
3. **INSTRUCTIONS**
 (#1) Add both course titles and course numbers of the classes you are taking at your study abroad destinations.
 (#3) You must provide all "course syllabus" and "course description (if available)" for courses you listed in (#1) for your academic department chair and UTC International Office prior to your study abroad experience.
4. **Pre-Approval Form**

	(#1) Study Abroad CourseNumber & Title	(2) Host Credit Hours	(#3) I provided the course syllabus to UTC International Office.(Yes/No)	(4) UTC Equivalent CourseNumber & Title	(5) UTC Credit Hours	(6) Name of Department Head	(7) Department Head's Signature and Date (MM/DD/YYYY)
<i>Ex</i>	<i>Ex: HIST 3411/ European History</i>	<i>3 hours</i>	<i>Yes</i>	<i>ENGL 3212 / European History</i>	<i>3 hours</i>	<i>John Smith</i>	<i>John Smith 05/27/2016</i>
1							
2							
3							
4							
5							
6							
7							
8							

Important:

1. **Any changes** to this form **MUST** be approved by your academic advisor if you desire to transfer study abroad courses back to UTC. Without prior approvals in this form, students may not be allowed to transfer your study abroad courses back to UTC.
2. Additional approvals may be needed from UTC Financial Aid Office for your financial aid approvals. UTC Study Abroad Office highly recommend that you should contact UTC Financial Aid Office when changing the courses.

Official Use only

Date received this form (MM/DD/YYYY)		Liability Waiver Form in the file? (Yes/No)	
Name of the staff received this form		Passport copy in file (Yes/No)	

Office: Please save this document immediately and save it in S drive. File Name=LastName_FirstName_UTCID_Year(YYYY)_CoursePreApproval