

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) and present course descriptions and syllabus to your academic advisor or the appropriate UTC department head for course pre- approvals. Your advisor, or the department head, 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 (3)+(4)+(5)+(6) and return this form to the student. **Column (6) should be signed with a wet signature or an Adobe signature.**
3. **INSTRUCTIONS**
(#1) Add both course titles and course numbers of the classes you are taking at your study abroad destinations.
4. **Pre-Approval Form**

	(1) Study Abroad Course Number & Title	(2) Host Credit Hours	(3) UTC Equivalent Course Number & Title	(4) UTC Credit Hours	(5) Name of Department Head	(6) Department Head's Signature and Date (MM/DD/YYYY)
Ex	Ex: HIST 3411/ European History	5 ECTS	ENGL 3212 / European History	2.5 hours	John Smith	<i>John Smith</i> 05/27/2022
1						
2						
3						
4						
5						
6						
7						
8						
9						

Important:

1. **Any changes** to this form **MUST** be approved by the appropriate UTC department head (and 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 their 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 courses.