UNIVERSITY OF NEBRASKA AT OMAHA
EDUCATION ABROAD

EDUCATION ABROAD COURSE APPROVAL REQUEST FORM

Student name: _____ **NU ID:** _____ **Email:** _____

Name of study abroad program and location: _____ **Semester & year abroad:** _____

STUDENT INSTRUCTIONS:

Step 1: Complete the top of this form. Write the title of your study abroad course(s) and course number(s) in columns **1** and **2** on the back of this form. You should only write in columns 1 and 2, as columns 3 and 4 are to be utilized by the course approver.

Step 2: Take this form and a copy of the course description(s) to the chair of the UNO department you are seeking credit from. Be sure to **allow plenty of time** for your approver to evaluate and sign off on courses.

Step 3: After all courses have been evaluated and signed off on by the approver(s), schedule an appointment with your academic advisor to ensure that the transfer courses can be applied to your degree program. After approving your course selection, your advisor will need to sign at the bottom on the back of this form.

Step 4: Once this form is complete, make a copy for your records (we can make a copy for you in the Education Abroad Office if necessary). Then return the form to Education Abroad in ASH 220 for final approval.

FACULTY INSTRUCTIONS:

This student is requesting your approval for the study abroad course(s) listed below. The student should provide you with a copy of the course description. You can request additional information, such as a syllabus, if necessary.

Step 1: Determine the most suitable UNO equivalent for the course abroad and write the department code and number in column **3** on the back of this form.

Step 2: If the course abroad is worth more than 3 credits, you may assign multiple UNO equivalents in column **3**. Please write the credit breakdown you would like to assign in parentheses after the course code [ex: FREN 4030 (3), FREN 4900 (2)].

Step 3: Sign in column **4** and print your last name next to the signature.

Step 4: Return the form to the student. The student will submit it to the Education Abroad Office.

*Note: Columns 1 and 2 are for the student to complete. You should only write in columns 3 and 4.

SAMPLE:

1 Study Abroad Course Title	2 Course Number Abroad	3 UNO Course Equivalent Title and Number (ex: HIST 4650)	4 Faculty Approval (Please sign and print name)
Literatura Española, Spanish Literature	ESPAN 450	SPAN 4160	Dr. John Smith

1 Study Abroad Course Title	2 Course Number Abroad	3 UNO Course Equivalent Title and Number (ex: HIST 4650)	4 Faculty Approval (Please sign and print name)

ACADEMIC ADVISOR:

I have reviewed this student's study abroad program and selected courses.

_____ Date: _____

EDUCATION ABROAD:

I verify that all steps required for course approval have been completed satisfactorily.

_____ Date: _____