

An aerial photograph of the ancient Inca city of Machu Picchu, showing the stone ruins and terraces built on a steep mountain slope. The sky is blue with some clouds.

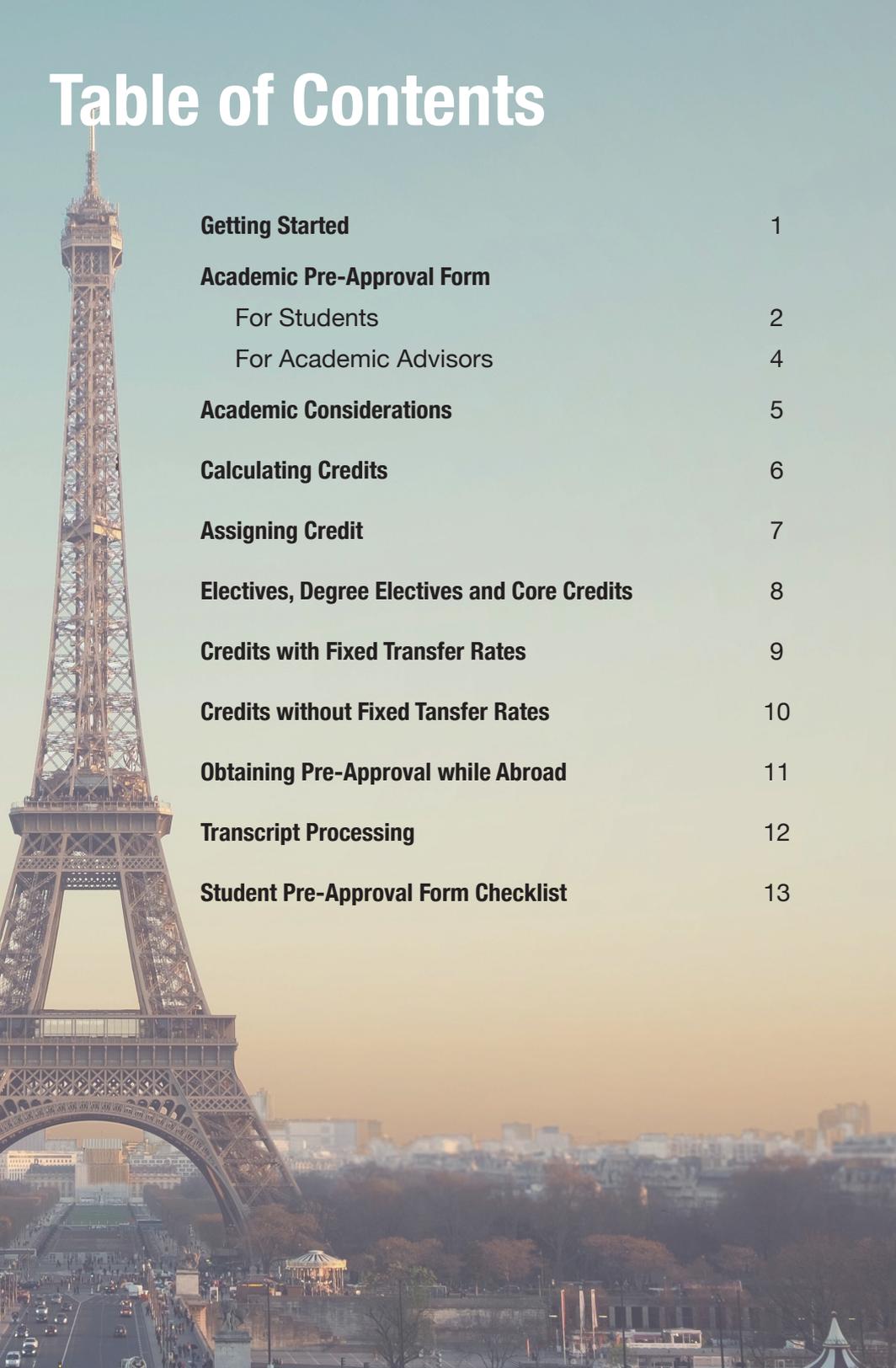
UNT STUDY ABROAD

Transfer Credit Pre-Approval Guide

UNT
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STUDY ABROAD
UNT International

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Getting Started

Who is this handbook for?

This handbook serves as a reference guide for students and academic advisors when completing the Academic Pre-Approval form.

Why do study abroad courses need pre-approval?

Students should enroll in courses they intend to transfer to UNT.

The pre-approval process ensures that the courses can be integrated into degree plans.

Where can I find the courses offered on my program?

Courses may be found using the search engine at studyabroad.unt.edu
Print the course description/syllabi for advisors' signatures.

How do I find an academic advisor?

Depending on your major and/or minor, you may have more than one academic advisor. Visit the UNT college or department website to determine the correct advisor for your program.

Who is the right academic advisor?

The right academic advisor works in the college or department that houses your major. For example, a Chinese major would find their advisor in the Department of World Languages, Literatures and Cultures. A business minor may find their minor advisor in the College of Business.



Academic Pre-Approval Form

Students

Host University Course Code, Title and Host University Credits/CPEP

Students are required to list the name and course code as found on the affiliate or exchange program website.

In addition to the course code and title, students should include the number of credits offered by the host university.

Spring Courses

1. Compulsory course

Course unit	Course	# ECTS
INT_S_001	<i>Interdisciplinary Course: Survival Dutch</i>	3

Based on this example, students will include the following:

Host University Course Code & Title (Some universities do not have course codes)	Host University Credits/CPEP
INT_5_001 Interdisciplinary Course: Survival Dutch	3 ECTS

Number of Courses to Approve

It's always a good idea to approve additional alternate classes.

We recommend:

Summer programs: 6 or more courses

Semester programs: 8 or more courses

Academic Year programs: 14 or more courses

After completing these sections of the form, students should meet with academic advisor(s).

Academic Considerations

Program Selection

Students may choose from 800 approved programs at studyabroad.unt.edu. UNT has an agreement with each of the programs listed. Students attending programs with which UNT does not have an agreement are ineligible for UNT financial aid and cannot transfer credits earned.

Full-Time Status

Students must enroll in the equivalent of full-time UNT credits in order to be eligible to receive financial aid and to remain on track to graduate on time.

	Summer	Semester
Undergraduate	6 credits	12 credits
Graduate	3 credits	9 credits

Calculating Credits

Fixed Transfer Rates

If a designated credit equivalency is explained in this handbook or provided online, you can easily calculate how many UNT credits each transfer class is worth. Not all credits have a fixed transfer rate so it's important to accurately identify credit values.

Contact Hours

The easiest way to calculate credit value for credits that do not have a fixed transfer rate is to measure how long students are in the classroom.

$$15 \text{ contact hours} = 1 \text{ UNT credit}$$

Take the total number of hours a class meets each semester and divide by 15. Round up to the nearest whole number when necessary.

Equivalent Course at UNT

If the course content is identified as equivalent by the academic advisor, the class should be worth at least the same amount of credits offered at UNT.

Equivalent courses are only given additional credits if the number of contact hours exceeds that of the UNT course. These additional credits can be counted as an additional UNT course or as elective credit.

Assigning Credit

Method 1

This is the most common way courses are assigned credit.

Host University Course Code & Title	Host University Credits	UNT Credits	UNT Course Number
Host Course 1	75 Contact Hours	5 Credits	UNT Course 1

Method 2

In this case, the course is worth 5 UNT credits so the student is assigned one equivalent UNT course for 3 credits and another for 2, listed as an equivalent course or an elective.

Host University Course Code & Title	Host University Credits	UNT Credits	UNT Course Number
Host Course 1	75 Contact Hours	3 Credits	3xx major area
		2 Credits	UNT Course 2 or elective

Method 3

If there are remaining credits in each course, you may choose to combine the extra credits to award the student more credit.

Host University Course Code & Title	Host University Credits	UNT Credits	UNT Course Number
Host Course 1	75 Contact Hours	3 Credits	UNT Course 1
		2 Credits	UNT Course 3 or Elective
Host Course 2	60 Contact Hours	1 Credit	
		3 Credits	UNT Course 2

Electives, Degree Electives and Core Credits

General Elective Credits

Advisors should write “elective advanced” or “elective lower level” in the appropriate space. The advisor determines the level of the elective.

Host University Course Code & Title	Host University Credits	UNT Credits	UNT Course Number
Host Course 1	12 UK Credits	3 Credits	Elective Lower Level

Core Credits

If the course satisfies core curriculum credits, advisors write “core” in the appropriate space.

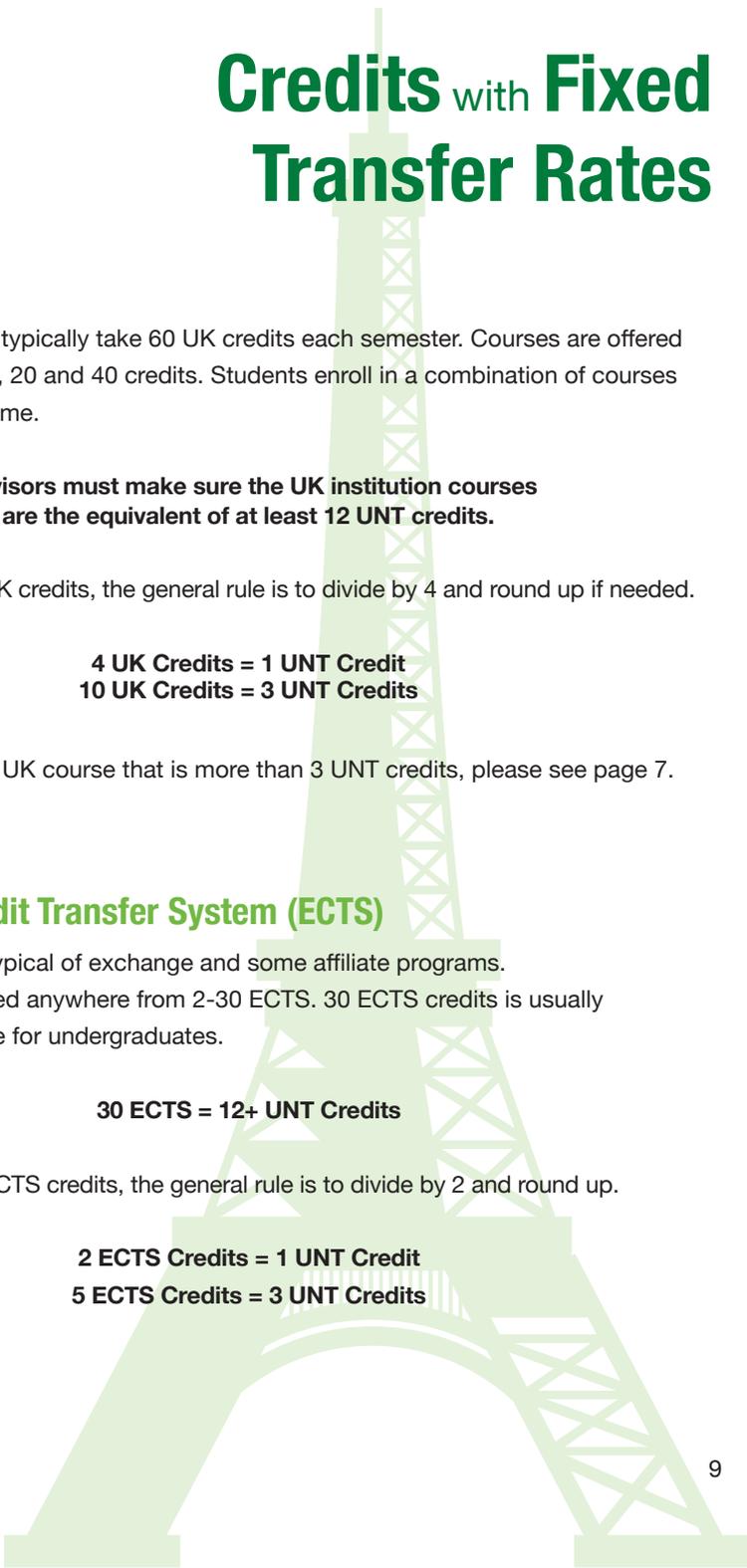
Host University Course Code & Title	Host University Credits	UNT Credits	UNT Course Number
Host Course 2	12 UK Credits	3 Credits	Humanities Core

Degree Electives

If the course is determined to be a degree elective, the course code along with 1^{***}, 2^{***}, 3^{***}, or 4^{***} should be included.

Host University Course Code & Title	Host University Credits	UNT Credits	UNT Course Number
Host Course 3	12 UK Credits	3 Credits	MKTG 3 ^{***}

Credits with Fixed Transfer Rates



UK Credits

Students in the UK typically take 60 UK credits each semester. Courses are offered in increments of 10, 20 and 40 credits. Students enroll in a combination of courses to be enrolled full-time.

Advisors must make sure the UK institution courses are the equivalent of at least 12 UNT credits.

When calculating UK credits, the general rule is to divide by 4 and round up if needed.

4 UK Credits = 1 UNT Credit
10 UK Credits = 3 UNT Credits

If a student takes a UK course that is more than 3 UNT credits, please see page 7.

European Credit Transfer System (ECTS)

These credits are typical of exchange and some affiliate programs. Credits are displayed anywhere from 2-30 ECTS. 30 ECTS credits is usually considered full-time for undergraduates.

30 ECTS = 12+ UNT Credits

When calculating ECTS credits, the general rule is to divide by 2 and round up.

2 ECTS Credits = 1 UNT Credit
5 ECTS Credits = 3 UNT Credits

Credits without Fixed Transfer Rates

US Credits

US credits are common with affiliate programs, universities in Asia, and universities accredited by U.S. institutions. US credits will often be valued at 1, 2 or 3 credits.

US credits usually transfer on a 1-1 basis, but advisors must consider the following:

Course Content: Does the course cover similar material as a potentially equivalent course at UNT? If so, the course should be valued at the same number of credits.

Contact Hours: How often does the class meet and for how long? If a class is equivalent to a course at UNT but meets for more hours, the course should be valued at 1 credit per 15 contact hours.

Check the program information page on the UNT Study Abroad website for specific credit equivalencies when looking at exchange programs.

Other Credit Types

Academic advisors should examine course descriptions and/or syllabi to determine credit value. Please see page 6 for detailed instructions.

It is the student's responsibility to provide required information.

If you have any questions, contact UNT Study Abroad while the student is still in your office.

940-565-2207

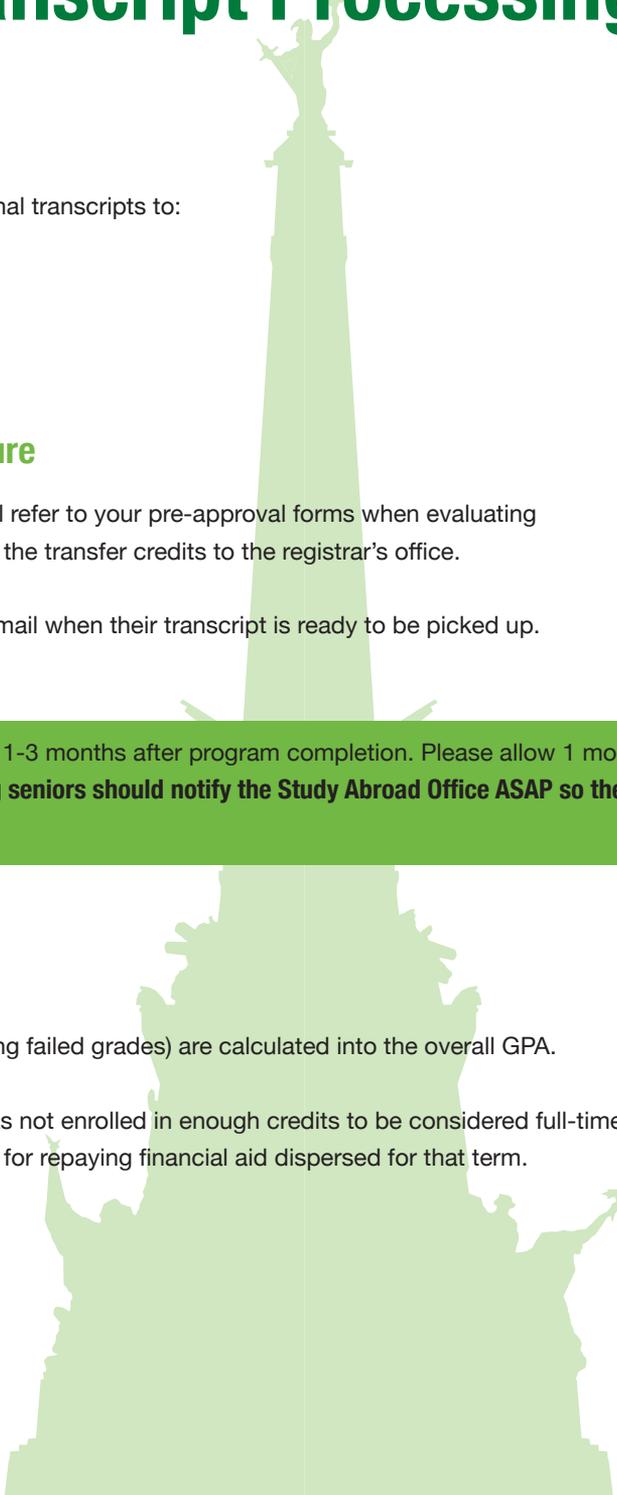
Obtaining Pre-Approval

while Abroad

Occasionally students arrive in the host country to find that courses they had pre-approved are no longer offered. In the event of requesting pre-approval for new courses while abroad, please follow these steps:

- Obtain digital or print copies of new syllabi
- Print and complete a new pre-approval form
- Scan pre-approval form and syllabi and email to academic advisor explaining the required changes
- Advisor to complete the advisor portion of the form
- Advisor scans and emails the completed form (with all signatures) to student for their records
- Advisor sends hard copy to Sage 236 or a digital copy to studyabroad@unt.edu
- Study Abroad uploads form into student's application for reference

Transcript Processing



Host provider must mail final transcripts to:

UNT Study Abroad Advisor
1167 Union Circle #310210
Sage Hall 236
Denton, TX 76201

Evaluation Procedure

Study abroad advisors will refer to your pre-approval forms when evaluating credits prior to submitting the transfer credits to the registrar's office.

Students will receive an email when their transcript is ready to be picked up.

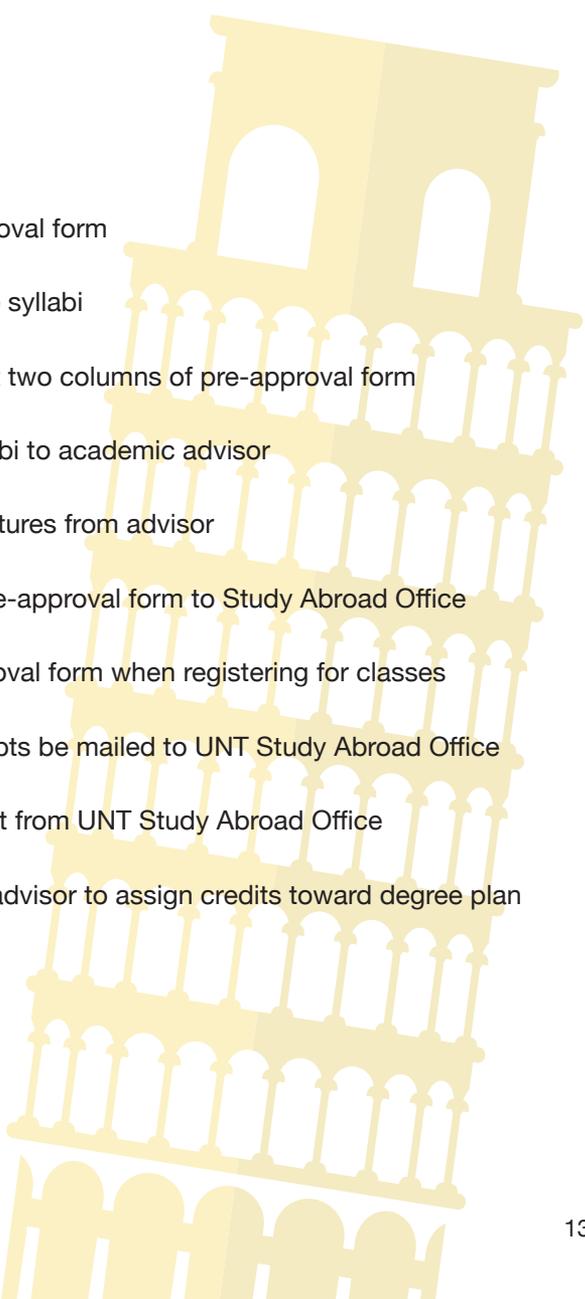
Transcripts typically arrive 1-3 months after program completion. Please allow 1 month for processing. **Graduating seniors should notify the Study Abroad Office ASAP so the process can be expedited.**

Failed Courses

All grades earned (including failed grades) are calculated into the overall GPA.

In addition, if a student has not enrolled in enough credits to be considered full-time, the student is responsible for repaying financial aid dispersed for that term.

Student Pre-Approval Form Checklist

- 
- Begin application
 - Print course pre-approval form
 - Print preferred course syllabi
 - Complete top and left two columns of pre-approval form
 - Deliver form and syllabi to academic advisor
 - Obtain required signatures from advisor
 - Submit completed pre-approval form to Study Abroad Office
 - Refer to the pre-approval form when registering for classes
 - Request final transcripts be mailed to UNT Study Abroad Office
 - Pick up final transcript from UNT Study Abroad Office
 - Meet with academic advisor to assign credits toward degree plan

Contact Study Abroad

Kathryn Conrad: **UNT Faculty Led Programs Worldwide**

Fredrik Karlsson: **Affiliate and Exchange Programs**

Africa | Americas | Asia | Middle East | Spain

Brittany Samko: **Affiliate and Exchange Programs**

Europe | Oceania

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