UNT STUDY ABROAD

Transfer Credit Pre-Approval Guide
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Getting Started

Who is this handbook for?
This handbook is for students and academic advisors to reference when completing the academic pre-approval form.

Why do students need to have their study abroad courses pre-approved?
Students should be taking classes abroad they intend to transfer into their UNT transcript. Pre-approving these credits provides students with confirmation that the classes can be integrated in their degree plan. This allows the student to graduate on time, provided the student completes their degree plan correctly.

Where can I find the courses offered on a program?
Courses may be found using the search engine at studyabroad.unt.edu Students should print off the course descriptions in preparation for having courses pre-approved.

How do I find an academic advisor?
Depending on your major and/or minor, you may have more than one academic advising office to visit.

UNT’s colleges and schools have their own academic advising offices that are uniquely structured. Visit your college or school’s website to find their offices.

Who is the right academic advisor?
The right academic advisor is the person who advises for the college or school that the subject is categorized by. For example, someone studying Chinese would need to go to the World Languages department to obtain pre-approval.

Academic advisors can approve courses that count toward the area of study they advise for and the electives they feel comfortable approving. Some courses may fit this, other courses may fall under a different college. Some advisors send the course descriptions to the faculty that teach the course to get their input.
What is the pre-approval form?
The pre-approval form is an academic document that confirms the credits students earn abroad will be applied toward their UNT degree.

**Host Institution**: Name of university abroad offering the course(s)

**Country**: Country student intends to study in

**Program Sponsor**: Name of the affiliate provider or exchange university

**Program Dates**: Official program dates (not departure/return dates)

**Host Institution Credit System**: Found on university’s or affiliate provider website

**Full-Time Semester Course Load Equivalent**: How many host institution credits is considered full-time on their campus?
Academic Pre-Approval Form

Students

**Host University Course Code & Title and Host University Credits/CPEP**

Students will need to list the name and course code as found on the exchange or affiliate program’s website.

In addition to writing the course code and title, students should also fill in the number of credits the course is worth at the host university.

<table>
<thead>
<tr>
<th>Course unit</th>
<th>Course</th>
<th># ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT_5_001</td>
<td>Interdisciplinary Course: Survival Dutch</td>
<td>3</td>
</tr>
</tbody>
</table>

Based on this example, students will write

<table>
<thead>
<tr>
<th>Host University Course Code &amp; Title (Some universities do not have course codes)</th>
<th>Host University Credits/CPEP</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT_5_001 Interdisciplinary Course: Survival Dutch</td>
<td>3 ECTS</td>
</tr>
</tbody>
</table>

**Number of Courses to Approve**

It’s always a good idea to approve additional classes just in case you want or need to take different courses than originally planned. We recommend...

- **Summer programs**: pre-approve 6 or more courses
- **Semester programs**: pre-approve 8 or more courses
- **Academic Year programs**: pre-approve 14 or more courses

After completing these sections of the form, students should meet with academic advisor(s).
Academic Pre-Approval Form

Academic Advisors

UNT Credits: Number of credits each course will be worth once transferred to UNT

UNT Course Number: Equivalent class at UNT that the student needs for their degree

Department Name: Advisor’s contact information

Advisors should only sign for the courses approved.

Advisors should only fill out areas highlighted in green

Students should bring course descriptions and syllabi to their advisor
Academic Considerations

Program Selection

Students can only go on study abroad programs with organizations that are active on the UNT study abroad website. Students who wish to attend a program that UNT does not have an agreement with will be ineligible for financial aid and cannot transfer in credits earned back toward their degree.

Full-Time Status

Students need to take what is the equivalent of full-time in UNT credits in order to be eligible to receive financial aid and to keep them on track for graduating on time.

<table>
<thead>
<tr>
<th></th>
<th>Summer</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>6 credits</td>
<td>12 credits</td>
</tr>
<tr>
<td>Graduate</td>
<td>3 credits</td>
<td>9 credits</td>
</tr>
</tbody>
</table>
Calculating Credits

Fixed Transfer Rates

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

Contact Hours

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

15 contact hours = 1 UNT credit

Take the total number of hours a class meets for in a semester and divide by 15. The answer most likely will not be a whole number. Due to this, round up to the nearest whole number.

Equivalent Course at UNT

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

A course that is equivalent will only equal more if the number of contact hours determines a higher credit value. These additional credits can be counted as a different UNT course or as elective credit.
# Assigning Credits

There are 3 ways to assign credit.

## Method 1

This is the most common way courses are assigned credit.

<table>
<thead>
<tr>
<th>Host University Course Code &amp; Title</th>
<th>Host University Credits</th>
<th>UNT Credits</th>
<th>UNT Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Course 1</td>
<td>75 Contact Hours</td>
<td>5 Credits</td>
<td>UNT Course 1</td>
</tr>
</tbody>
</table>

## 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.

<table>
<thead>
<tr>
<th>Host University Course Code &amp; Title</th>
<th>Host University Credits</th>
<th>UNT Credits</th>
<th>UNT Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Course 1</td>
<td>75 Contact Hours</td>
<td>3 Credits</td>
<td>3xx major area</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 Credits</td>
<td>UNT Course 2 or elective</td>
</tr>
</tbody>
</table>

## Method 3

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

<table>
<thead>
<tr>
<th>Host University Course Code &amp; Title</th>
<th>Host University Credits</th>
<th>UNT Credits</th>
<th>UNT Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Course 1</td>
<td>75 Contact Hours</td>
<td>3 Credits</td>
<td>UNT Course 1</td>
</tr>
<tr>
<td>Host Course 2</td>
<td>60 Contact Hours</td>
<td>1 Credit</td>
<td>UNT Course 3 or Elective</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 Credits</td>
<td>UNT Course 2</td>
</tr>
</tbody>
</table>
Electives, Degree Electives and Core Credits

General Elective Credits
If a student needs elective credits, they may earn them through study abroad. Advisors should write “elective advanced” or “elective lower level” in the appropriate space. The advisor may determine if the elective is upper or lower level.

<table>
<thead>
<tr>
<th>Host University Course Code &amp; Title</th>
<th>Host University Credits</th>
<th>UNT Credits</th>
<th>UNT Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Course 1</td>
<td>12 UK Credits</td>
<td>3 Credits</td>
<td>Elective Lower Level</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Host University Course Code &amp; Title</th>
<th>Host University Credits</th>
<th>UNT Credits</th>
<th>UNT Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Course 2</td>
<td>12 UK Credits</td>
<td>3 Credits</td>
<td>MKTG 3***</td>
</tr>
</tbody>
</table>

Degree Electives
If the course is determined as a degree elective, the course number along with 1***, 2*** 3***, or 4*** should be written depending on if it is upper or lower level.

<table>
<thead>
<tr>
<th>Host University Course Code &amp; Title</th>
<th>Host University Credits</th>
<th>UNT Credits</th>
<th>UNT Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Course 3</td>
<td>12 UK Credits</td>
<td>3 Credits</td>
<td>Humanities Core</td>
</tr>
</tbody>
</table>
Credits without Fixed Transfer Rates

**US Credits**

These are common with affiliate programs, universities in Asia and universities accredited by U.S. institutions. US credits will often be 1, 2, or 3s and have no label.

US credits usually transfer on a 1-1 basis, but advisors need to consider the following.

**Course Content:** Does the course cover similar material as a potentially equivalent UNT course? If yes, the course should equal the same number of credits as the UNT course.

**Contact Hours:** How long does the class meet and how many times each week? If a class is equivalent to a UNT course but meets for more hours, the course should be worth 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 examin course descriptions and/or syllabi to determine credit value. Please see page 6 for detailed instructions.

It is the student’s responsibility to provide all the necessary information.

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

940-565-2207
UK Credits

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

Advisors must make sure the UK institution courses equal 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
Obtaining Pre-Approval while Abroad

Occasionally students arrive in the host country and find that some courses they had pre-approved are no longer offered and they must register for the new class(es) instead. If this happens, this is what to do:

☐ Student obtains digital or print copies of the new syllabi

☐ Student prints and fills out a new pre-approval form listing the new course(s)

☐ Student scans the pre-approval form and course syllabi and emails all documents to the academic advisor with an explanation of why the form needs signed

☐ Academic advisor completes the advisor portion of the form using the course syllabi

☐ Academic advisor scans and emails the completed form (with all signatures) back to the student for their records

☐ Academic advisor should send a hard copy to Sage 236 or email a scan to studyabroad@unt.edu

☐ Study Abroad advisor will upload the form into the student’s application for future reference
After completion of a program, the host provider must mail the student’s transcripts to:

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

Transcripts typically arrive 1-3 months after the program completion. When it is received, please allow 1 month for processing. **Students graduating should notify the study abroad office asap so their processing can be expedited!**

**Evaluation Procedure**

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

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

**Failed Courses**

Grades are calculated into the student’s overall GPA, including failed grades.

If a student does not appear to have taken enough credits to be considered full-time, they are responsible for repaying financial aid dispersed for that term.
Student Pre-Approval Form Checklist

☐ Start application
☐ Print off pre-approval form
☐ Print course syllabi of classes preferred
☐ Fill in the top and left two columns of form
☐ Bring form and course syllabi to academic advisor
☐ Obtain all signatures
☐ Turn in completed form to the Study Abroad Office
☐ Refer to the form when registering for classes offered by the study abroad program
☐ Request transcripts to be mailed to the Study Abroad Office at the end of the program
☐ Pick up transcript from Study Abroad Office
☐ Meet with academic advisor to assign credit toward degree plan
Contact Study Abroad

Alexis Barge
- Africa
- American Samoa
- Australia
- Belgium
- Bhutan
- Cambodia
- China
- Fiji
- Greece
- India
- Indonesia
- Ireland
- Israel
- Italy
- Japan
- Jordan
- Mongolia
- Nepal
- New Zealand
- Qatar
- South Korea
- Taiwan
- Thailand
- UAE
- United Kingdom
- Vietnam

Silverio Sierra
- Austria
- Caribbean
- Central & South America
- Croatia
- Cuba
- Czech Republic
- France
- Germany
- Hungary
- Iceland
- The Netherlands
- North America
- Norway
- Poland
- Romania
- Russia
- Scandinavia
- Serbia
- Spain
- Sweden
- Switzerland
- Ukraine

Sage 236 | studyabroad.unt.edu | 940-565-2207

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