NATIONAL STUDENT EXCHANGE
PRE-EXCHANGE COURSE APPROVAL

UH Hilo ID #: □□□□ □□□□

First Name: _____________________________  Last Name: _____________________________
Email: _____________________________  Phone: ( ) -
Major: _____________________________  Exchange Campus: (Name of School)
Dates of Exchange: (month/year) to (month/year) _____________________________
City, State of Exchange Campus _____________________________

I understand the information printed on the reverse side of this form.

UH Hilo Student: _____________________________  Date _____________________________

This permission certifies that the student is in good standing at UH Hilo as of the date of this form. Transfer credit will be awarded only for approved courses in which the student earns a grade appropriate for the UH Hilo credential.

<table>
<thead>
<tr>
<th>Course on Exchange (Course # and title)</th>
<th>Credit Hours or Contact Hours</th>
<th>*UH Hilo Equivalent</th>
<th>**Approval Signature (Department Chair)</th>
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* If there is no exact equivalent, please write lower or upper division credit in the discipline.

**The student should present a description of the course to be taken at the time approval is requested. This approval may be given by the Chair of the Department in which the course is taught at UH Hilo or by a designated representative. Courses to be taken elsewhere for elective credit at UH Hilo must be approved by the Department Chair of the student’s major course.

Required Signatures:

Academic Advisor: _____________________________  Date _____________________________
National Student Exchange Coordinator: _____________________________  Date _____________________________

Please return completed form to Campus Center 313, or send to:
National Student Exchange Office • 200 W. Kawili Street • Hilo, Hawai'i 96720
Tel. (808) 974.7389 • Fax (808) 933.0047 • Email: uhnsse@hawaii.edu
Coursework Taken On Exchange

To receive credit at UH Hilo for courses completed at another institution, UH Hilo students should:

1. Secure approval in advance for each subject to be taken abroad by filling out the reverse side.
2. Earn a grade of “C” (70%) or higher at host institution.
3. Request an official transcript from your exchange institution be sent to UH Hilo.

An official transcript of work taken at the exchange institution must be mailed to:

National Student Exchange Office
University of Hawai' i at Hilo
200 W. Kawili Street
Hilo, Hawai'i 96720

Students should be aware of the following:

1. The grade point average (GPA) is based only on work taken at UH Hilo.
2. To earn a bachelor's degree at UH Hilo, a minimum of 30 semester hours in the college from which a degree is sought must be earned at UH Hilo.
3. College of Arts & Sciences and Ka Haka ‘Ula O Ke‘elikolani students must earn a minimum of 25% of the credits required for their major, minor and/or certificate at UH Hilo.
4. You are discouraged from repeating courses taken at UH Hilo, since the grade at another institution (including within the UH system) will not replace the grade earned at UH Hilo.