



STUDY ABROAD COURSE APPROVAL

Office Use Only
Date Received:
By Whom:

UH Hilo ID #: [ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ]

Form with fields: First Name, Last Name, Email, Phone, Major, Approved Institution Overseas, Dates Studying Abroad, City, Country of Institution Overseas.

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 equivalent to a U.S. "C" (70%) or higher at host institution for the UH Hilo credential.

Table with 5 columns: Host University Course # and Title, UH Hilo Equivalent, UHH Credit, Approval Signature, Approval Printed Name.

\* Please refer to the reverse side of this form for further directions

\*\*The student should present a description or syllabus of the course to be taken at the time approval is requested. This approval may only be given by the Chair of the Department in which the course is taught at UH Hilo or by a designated representative of the department.

Faculty Advisor : \_\_\_\_\_ Date \_\_\_\_\_

Print name: \_\_\_\_\_

Required Signature:

Center for Global Education and Exchange: \_\_\_\_\_ Date \_\_\_\_\_



# STUDY ABROAD COURSE APPROVAL

## Courses Taken Abroad

**Students** should be aware of the following:

1. When asking Department Chairs (History dept chair for History course, etc.) to approve courses that will or have been taken abroad you must present the description and/or syllabus for each course- if neither is available contact your study abroad advisor for further instruction.
2. If you are seeking approval for courses after your time abroad it is recommended that you gather a copy of your host university transcript (which you can pick up from the Center for Global Education and Exchange) as well as a print out of your transcript off of the star system before speaking to any Department Chairs.
3. The Course # and Title column on the SACA form must match letter for letter the # and name of the course on your Host University Transcript and/or Catalogue
4. Once abroad some courses that you may have received approval for may not be offered at your host institution. You may take courses that have not been previously signed off on your SACA form but you must inform the UHH Study Abroad Director of the change.
5. You must meet the minimum amount of credits required to qualify for full time status at your host university. (ex. University of Bergen requires 30 credits per semester, )
6. Your grade point average (GPA) is based only on work taken at UH Hilo- grades received abroad will not help or harm your GPA.
7. If you are receiving **financial aid you must pass with a minimum equivalent of 12 UHH credits per semester abroad** (passing as stipulated by UHH Admissions is to maintain a grade of 'C'/70% or higher for each course taken) to retain full time student status. Should you fail to meet this requirement you will be subject the normal consequences of not meeting the conditions of Satisfactory Academic Progress stipulated by Financial Aid
8. To earn a bachelor's degree at UH Hilo, a minimum of 30 semester hours must be earned at UH Hilo to graduate from UH Hilo.
9. 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.
10. 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.

**Department Chairs or Designated Representatives** should be aware of the following:

1. Students are responsible for completing the course research for their university of interest. If the student comes to you unprepared (not having course descriptions and/or syllabi available) you should turn them away.
2. Courses taken abroad can only be approved by Department Chairs and decisions by Department Chairs can only be superseded by the Director of Admissions.
3. If a course is not exactly equivalent to any class offered in your department you may list it as <dept name> Upp or <dept name> Low. Ex. Japanese-European Relations 01 = POLS Upp
4. If there is no equivalent department for a course taken abroad you may list that class as ELTV Upp or ELTV Low. Ex. Sewing 101 = ELTV Low
5. Please be aware that some Universities abroad already participate in established credit transfer systems that UHH acknowledges:
  - a. ex. 2 ECTS credit = 1 UHH credit, 4 Hours (New Zealand credit system) = 1 UHH credit

**Faculty Advisors** should be aware of the following

1. Faculty Advisors cannot sign off for course approval decisions nor supersede the course approval decisions of Department Chairs

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

1. Secure approval in advance for each course to be taken abroad by filling out the reverse side.
2. Earn a passing grade of equivalent to a U.S. "C" (70%) or higher at host institution.
3. Any course taken abroad that is completed with D/69% or lower will not be recorded on your UHH Transcript
4. **Request an official transcript from your study abroad institution be sent to the Center for Global Education and Exchange (address located at the bottom of the page)**
5. Upon receipt of official host university transcript the Center for Global Education and Exchange will relay it and the matching Study Abroad Course Approval form to UH Hilo's Admissions office for official credit transfer. If any of the courses listed on your transcript do not match the courses listed and approved on the SACA form then you will be notified through STAR and a hold will be placed on your UH Hilo Student account. This hold will render you unable to request a transcript or register for classes until an updated SACA form is submitted to the CGEE.