EDUCATION ABROAD COURSE EVALUATION WORKSHEET

The purpose of this form is for the Registrar’s Office to better evaluate how you need your education abroad courses to transfer to CSU. In order to facilitate this, please follow the instructions below. This form is not applicable for coursework done abroad to earn CSU credit through Division of Continuing Education or other means. It pertains to transfer credit only.

- Course descriptions from the host institution’s or program provider’s catalog or website must be attached for all courses you wish to have evaluated. Please allow a two-week turn around for evaluations, so plan ahead accordingly.

The Education Abroad Transfer Credit Form and this worksheet are to be submitted to the Registrar’s Office in Centennial Hall. You will be notified by message to your @rams email address when the evaluation has been completed.

Limit: The Registrar’s Office will process up to three transfer credit plans per period of education abroad. One is sufficient for most students.

Name (Last, First) __________________________________________ Email Address: __________________________________________

Education Abroad Program _______________________________________________ Term __________________________

Education Abroad University or School Issuing Transcript (not CSU) __________________________________________

- **Column A:** Enter Abroad Institution’s Course Number. If a course number is not available, enter abbreviated course title.
- **Column B:** Are you looking for this course to transfer as a specific CSU equivalent? If yes, write the CSU course prefix and number in this space, selected from the CSU Course Catalog. Alternatively, identify relevant major or minor if applicable.
- **Column C:** Are you looking for this course to transfer as elective credit? If yes, checkmark ‘✓’ this column. (Note: You may indicate specifically what kind of elective you need; for example, History elective, Economics elective, upper division elective, etc.)
- **Column D:** Are you looking to fulfill an All-University Core Curriculum (AUCC) requirement? For example, Category 3B (Arts & Humanities), Category 3C (Social/Behavioral Science), etc. If so, indicate here the desired AUCC category or categories by number and letter, such as 3D. See DARS via RAMweb or CSU Course Catalog for AUCC requirements.

<table>
<thead>
<tr>
<th>A. Abroad Institution’s Course Number and/or Title</th>
<th>B. CSU Course Number (or relevant CSU major or minor)</th>
<th>C. Elective Credit</th>
<th>D. AUCC Category Requirement</th>
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Note: After your Transfer Credit Form (TCF) has been processed by the Registrar’s Office and signed by your academic advisor, please retain the Evaluation Worksheet, flowchart, and course descriptions for yourself while submitting the completed two-page TCF (including policies page) to Education Abroad in Laurel Hall.
How to Prepare a Transfer Credit Plan for Undergraduate Education Abroad

Getting Started:
- **Select preferred program/host institution** in consultation with Education Abroad and academic advisors.
- **Choose courses** from available information, such as program description, online catalog, etc.
- **Compare CSU degree requirements** in consultation with academic advisor(s). Use DARS via RAMweb.
- **Categorize each course** as suitable for:
  - Major or minor requirements
  - Electives
  - All-University Core Curriculum (AUCC) requirements

Prepare **Education Abroad Course Evaluation Worksheet (EW)**: (one page)
- Column A: Enter abbreviated course title if the course number is not available. Proceed to Column B, C, or D.
- Column B: Enter proposed equivalent CSU course number from CSU General Catalog; enter just CSU prefix if similar CSU course not found, or identify relevant CSU major or minor if applicable.
- Column C: Enter checkmark if seeking elective credit.*
- Column D: Enter AUCC category if seeking to fulfill AUCC requirement, such as 3B, 3D, etc.

Prepare **CSU Undergraduate Education Abroad Transfer Credit Form (TCF)**: (two pages)
- Acknowledge the transfer credit policies on the second page before completing and signing the first page.
- Include all courses listed on the EW. Enter each course number (if available) in column A and course title in column B.
- If pertaining to an unaffiliated program or direct enrollment, obtain an Education Abroad advisor’s signature in the authorization box. Contact the Education Abroad staff member in Laurel Hall who is responsible for the relevant geographic region.

Print course descriptions in English for all courses listed on TCF. Include webpage addresses if available.

Deliver EW + TCF + course descriptions to Registrar’s Office. Allow up to two weeks (10 business days) for processing. Pick up processed packet after receiving email notice from Registrar’s Office to your @ram email address.

Submit completed TCF to Education Abroad in Laurel Hall by deadline. Retain EW and course descriptions yourself.

Review TCF with academic advisor. Obtain academic advisor’s signature. This is normally your primary academic advisor or most relevant major or minor advisor, such as FLL department advisor for primary focus on foreign language major or minor.

If necessary, contact teaching department or major/minor department for possible reevaluation of courses if you want specific CSU courses instead of elective credit.*

*Course numbers: Courses not equivalent to CSU courses are assigned numbers that reflect subject and level, such as HIST 1++ for lower level history course or EN 3+++ for upper level English course; each recorded with actual course title.

Modifying the plan: Once the signed TCF has been submitted to Education Abroad, it can be modified by email consultation with the Registrar’s Office and relevant departmental advisor(s). A new TCF is not necessary except for change of program/institution, extensive revision of course preferences, or change of academic term that significantly affects the transfer credit plan.

Limit: The Registrar’s Office will process a maximum of three transfer credit plans per period of education abroad. One is sufficient for most students (with email modifications as needed).

Registration: Completion of TCF is one of the pre-departure steps ahead of necessary override to register for SA 482 via RAMweb.
COLORADO STATE UNIVERSITY EDUCATION ABROAD TRANSFER CREDIT FORM

STUDENT & PROGRAM INFORMATION (Please print clearly)

Name: ____________________________________________ CSU ID#: ____________________

(First) (Last) (MI)

Host Institution Abroad: _________________________ Term/Year Abroad: _________________________

Sponsor (if applicable, such as CSU, ISA, API, etc.): _________________________ City/Country: __________

Academic Institution Issuing Education Abroad Transcript: _________________________

AUTHORIZATION FOR PARTICIPATION IN AN UNAFFILIATED PROGRAM OR DIRECT ENROLLMENT

(Advisors signature NOT required for CSU-Sponsored or Affiliated Program)

“I confirm that this is an authorized Education Abroad Program”: _________________________

(CSU Education Abroad Advisor’s Signature)

PRE-APPROVAL OF TRANSFER CREDIT

1) See your Academic Advisor to identify education abroad courses relevant to your major or minor requirements.

2) List courses you plan or tentatively plan to take and alternative courses in the Abroad Institution’s Course Number and Title boxes (A & B) below. (Do not fill in the shaded areas.) Attach course descriptions from the sponsor/host institution’s catalog or website for all courses you wish to have evaluated. Sign and date the student’s signature line below.

3) Take your (1) Course Evaluation Worksheet, (2) course descriptions, and (3) this two-page TCF (including policies page) to the Registrar’s Office in Centennial Hall for determination of CSU equivalencies. You will be notified by message to your @rams email address when the evaluation is complete. There is a two-week turn-around, so plan ahead accordingly.

4) AFTER the courses have been evaluated by the Registrar’s Office, if the equivalent is not what you need for a specific major/minor requirement, take this form to the CSU department that teaches a similar course (along with course description) to be reviewed. If a revision is indicated in Column C, be sure Column D is initialed by the person who made the change for you.

5) Take the completed Education Abroad Transfer Credit Form to your academic advisor to review the equivalents you have been assigned; have her/him sign the bottom of the form.

6) SUBMIT THE COMPLETED TRANSFER CREDIT FORM TO EDUCATION ABROAD IN LAUREL HALL.

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<tr>
<th>A. Abroad Institution’s Course Number</th>
<th>B. Abroad Institution’s Course Title</th>
<th>C. Equivalent determined by Registrar or Department</th>
<th>D. Amount of Credit to be Awarded</th>
<th>E. Registrar or Department Initials</th>
<th>F. Checkmark here if equivalence to be determined upon return to CSU</th>
<th>G. Applies to all Students (indicate by checkmark)</th>
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“I understand my responsibilities and the applicable CSU policies.” (Read policies on next page before signing.)

“I hereby authorize these courses as an appropriate component of this student’s academic program at Colorado State University.”

Student’s Signature __________________________________________ Date ____________________

Academic Advisor’s Signature __________________________________________ Date ____________________

Academic Advisor’s Printed Name
CSU POLICIES CONCERNING TRANSFER OF CREDIT FROM AN EDUCATION ABROAD PROGRAM

Name: ___________________________________________________________  CSU ID# _______________________________

(Last)                                                                         (First)  (MI)

TRANSCRIPT INFORMATION

Please ensure that the institution issuing your official transcript for coursework completed abroad sends the original document to Education Abroad at CSU (exception – if issued as an official electronic transcript, it should be sent directly to etranscripts@colostate.edu).

Education Abroad - Office of International Programs
Laurel Hall - 700 Oval Drive - 1024 Campus Delivery
Colorado State University
Fort Collins, CO 80523-1024, USA

TRANSFER CREDIT POLICIES

Please initial each paragraph indicating that you have read and understand the following policies which pertain to the transfer of credit from education abroad.

No more than 15 of the last 30 credits earned immediately preceding graduation may be completed at another institution. If you are enrolled in SA 482 during your final semester, this policy does not affect you.

A maximum of 64 semester credits is allowed for a combination of courses completed at two-year colleges. Credit earned at a two-year college (or through an education abroad program offered by a two-year college) may not be used to meet the upper-division (300-400 level) graduation requirement.

Thirty of the 42 upper division credits required for graduation must be completed “in residence” at CSU. These are defined as courses taught under the authorization of Colorado State University. Pre-approval of courses listed on this form, along with the appropriate signatures and enrollment in SA482 while you are abroad constitutes authorization. Substitution of courses taken under the same program will be considered as necessary.

CSU students must take courses for a letter grade (not Pass/Fail) and earn the equivalent of a “C-” or better for credit to transfer to Colorado State University. Grades of less than “C-” are NOT accepted for transfer to Colorado State University.

Students will receive transfer credit for coursework only after an official transcript has been received by CSU and evaluated by the Registrar’s Office.

Credit will transfer as deemed appropriate by the Registrar’s Office unless you obtain formal approval, using this form; to use specific courses in meeting the requirements of your major, minor, or the All-University Core Curriculum.

If courses other than those listed on the front of this form are completed, the University maintains the right to decide whether they are applicable to your degree program.

Completion of this form does not guarantee the acceptance of the transfer work by Colorado State University if the courses are remedial, vocational-technical in nature, a repeat of courses previously taken, or of a level not acceptable toward a bachelor’s degree.

AUCC CATEGORY 3E GLOBAL AND CULTURAL AWARENESS REQUIREMENT

To be eligible for a waiver of the AUCC 3E Global and Cultural Awareness requirement, a CSU student must:

1) be registered in SA 482 while abroad and successfully complete (with grades equivalent to C- or better) a minimum 12 credits through an approved education abroad program; OR
2) complete an approved AUCC 3E equivalent course while abroad.

The awarding of the AUCC 3E waiver or approval of an AUCC 3E equivalent course is managed by the Registrar’s Office.

Modifying the plan: Once the signed Transfer Credit Form (TCF) has been submitted to Education Abroad, the plan can be modified by email consultation with the Registrar’s Office and relevant departmental advisor(s). A new TCF is not necessary except for change of program/institution, extensive revision of course preferences, or change of academic term that significantly affects the transfer credit plan.

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