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**Study Abroad Course Planning Worksheet**

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| **Student name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Expected graduation date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Major(s):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Minor(s) or expected minor(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Term abroad (ex. Spring 2021):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Host city:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Host country:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Program/university name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Step 1: Learn how to find course information for your university/program**

* *UVM Exchange:* Find a link to course information in the ‘Academics’ tab of your program in GoAbroad
* *ISEP, Direct Enroll or External Program provider:* Find this information on their website

**Step 2: Confirm your host institution/program’s credit and grading system**

Just like one U.S. dollar equals a higher or lower amount in other currencies, international credit and grading systems differ. At UVM, most courses are worth 3 or 4 U.S. credits, and grades are assigned ranging from “A” to “F”. In other countries, different credit and grading systems are used. You will need to understand how your host country’s credit system and grading works to ensure you meet UVM’s requirements for credit transfer and degree applicability.

In order for credit to transfer to UVM courses must be taken for a letter grade and students must earn the equivalent of a “C” at UVM. Visit <http://go.uvm.edu/goabroadcredits> to find the credit and grade conversion information for your host country (subject to change, credits verified once final transcript is received) and **complete the following section:**

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| 1. At the end of my program, I am responsible for requesting an official transcript from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of university issuing transcript for your program]. 2. In my study abroad program, \_\_\_\_\_\_\_\_ units = \_\_\_\_\_\_\_\_\_ UVM credits. **Check with your faculty advisor when you discuss this draft course plan to understand the minimum course credit required for credits to count for major, minor or distribution requirements.** 3. In my study abroad program, \_\_\_\_\_\_\_\_ = a “C” at UVM. This is the minimum grade required abroad in order to be eligible for transfer credit consideration at UVM. |

**\_\_\_\_\_\_\_**  I understand the transcribing institution, grading scale, and credit conversion are subject to change. The information

**(Initial)** posted on the UVM website is only as accurate as the last time UVM received an official transcript from that program.

**\_\_\_\_\_\_\_** I understand that a “C” or higher equivalent grade is required for UVM credit consideration, and I understand my

**(Initial)** destination’s credit conversion system.

**Step 3: Understand what to keep in mind as you select your courses abroad in terms of your major requirements, general degree requirements, and minor requirements (if applicable, please check all that apply)**

I hope to take courses which will fulfill **major requirements**.

I hope to take courses which will fulfill **distribution requirements**.

I hope to take courses which will fulfill **minor requirements**.

I hope to take courses which fulfill **elective space** in my curriculum.

**\_\_\_\_\_\_\_** I understand that aside from courses included in the UVM Transfer Credit Guide, no one can promise that the courses

**(Initial)** I take abroad will fulfill specific degree requirements until after a transfer evaluation is completed upon my return.

**\_\_\_\_\_\_\_** I understand it is to my benefit to know what degree requirements I have left to complete prior to deciding on a

**(Initial)** program and prior to going abroad.

**\_\_\_\_\_\_\_**  I understand that in order to be eligible for transfer credit, courses must be in disciplines that are offered at UVM

**(Initial)** (Ex. ASCI, CS, HST, etc).

**Step 4: List the courses you plan to take while abroad and review how those courses will transfer back to UVM.**

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| **Instructions:** In the section below, using course information for your university/program (found in Step 1), list the courses that you hope to take abroad and the corresponding course number. | | **Instructions:** To complete the section below, Look up UVM equivalents in the UVM Transfer Credit Guide: <https://www.uvm.edu/registrar/transfer-credit-guide> \* | |
| **Study Abroad Course Information** | | **UVM Equivalent Course Information** | |
| Course Number | Course Title | UVM equivalent subject/dept | UVM level/ number |
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**IMPORTANT:** If a course is listed in the UVM Transfer Guide as XXX it means that it transfers in that discipline at no specific level. 0XX means it does not have an exact equivalent course at UVM, but is an introductory level course. 1XX means it does not have an exact equivalent course at UVM, but is a 100-level course. 2XX means it does not have an exact equivalent course at UVM, but is a 200-level course. **It is important that you discuss if and/or how these courses might apply towards your UVM degree requirements with an academic advisor.**

**\_\_\_\_\_\_\_**  I prepared this course list after completing my assessment on UVM transfer credit guidelines in GoAbroad,

**(Initial)** and re-affirm my understanding that I will be ineligible for transfer credit for any course already completed at UVM.

**Next steps**1. Keep a copy of this completed form. You will need it to complete GoAbroad.

2. Log into your GoAbroad account to review the instructions for getting approval to study abroad from your academic advisor. *Note that instructions differ by UVM School or College.*

3. Bring this completed form when you meet with your academic advisor to get their approval to study abroad: <https://www.uvm.edu/oie/forms>