

Pre-approval of Classes for Exchange Program

Date: _____ Student Name: _____ Student ID Num: _____ School _____

Major: _____ Concentration: _____ Program Coordinator: _____ Advisor: _____

Host institution: _____ Semester: _____ Year _____

All signatures must be obtained prior to departure. Undergraduate students in the School of Science and Engineering are limited to a maximum of 4 semester hours of electives. Business and Humanities students may enroll in up to 9 semester hours of electives. Lower level course work (freshman and sophomore level-prefixes typically beginning with 1 and 2) may not be used to satisfy AUI upper level courses (prefixes beginning with 3 and 4). Quarter credits transfer as 2/3 of semester credits.

The student has been approved for participation in the exchange program and has been accepted by the host institution. Enrollment in the following courses at the host campus is approved as follows:

Host campus courses to meet AUI core curriculum requirements			AUI Equivalent Course		
Course number	Course Title	Credit Hours	Course number	Course Title	Credit Hours

Host campus courses to meet major/concentration requirements			AUI Equivalent Course		
Course number	Course Title	Credit Hours	Course number	Course Title	Credit Hours

Host campus courses as electives			AUI Equivalent Course		
Course number	Course Title	Credit Hours	Course number	Course Title	Credit Hours

Maximum credit hours approved:

Advisor's Approval

Date

Coordinator's Approval

Date

Dean's Approval

Date and Stamp

VPAA's Approval

Date

Reviewed by Enrollment Services

Date

Original to Registrar's Office

Photocopies to be retained by school/dean's office, Office of International Programs, and student

Pre-approval of Classes for Planned Educational Leave

Date: _____ Student Name: _____ Student ID Num: _____ School _____

Major: _____ Concentration: _____ Program Coordinator: _____ Advisor: _____

Host institution: _____ Semester: _____ Year _____

All signatures must be obtained prior to departure. Undergraduate students in the School of Science and Engineering are limited to a maximum of 4 semester hours of electives. Business and Humanities students may enroll in up to 9 semester hours of electives. Lower level course work (freshman and sophomore level-prefixes typically beginning with 1 and 2) may not be used to satisfy AUI upper level courses (prefixes beginning with 3 and 4). Quarter credits transfer as 2/3 of semester credits.

The student has been approved for Planned Educational Leave and has been accepted by the host institution as a transient, non-degree seeking student.. Enrollment in the following courses at the host campus is approved as follow:

Host campus courses to meet AUI core curriculum requirements			AUI Equivalent Course		
Course number	Course Title	Credit Hours	Course number	Course Title	Credit Hours

Host campus courses to meet major/concentration requirements			AUI Equivalent Course		
Course number	Course Title	Credit Hours	Course number	Course Title	Credit Hours

Host campus courses as electives			AUI Equivalent Course		
Course number	Course Title	Credit Hours	Course number	Course Title	Credit Hours

Maximum credit hours approved:

Advisor's Approval

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