

UND STUDY ABROAD

PETITION FOR ACADEMIC CREDIT



This form should be completed electronically

STEP 1: Find out what degree requirements (major/minor/Essential Studies/electives) you can fulfill while abroad. Review your **Degree Map** and/or meet with your **Academic Advisor** to discuss what courses to look for.

STEP 2: Research course offerings for your study abroad program that align with your degree requirements from Step 1. Use your **Study Abroad Profile** to filter for options and meet with a **Study Abroad Advisor** for additional information.

STEP 3: List your desired study abroad courses on Page 3 of this form. UND Study Abroad recommends including 2-3 additional courses to utilize as alternate options if courses abroad are full, not offered, or overlap. Then check the boxes for the degree requirements each course will fulfill.

STEP 4: Meet with your Academic Advisor(s) to discuss your study abroad course selections. This can be through an in-person appointment or by email. Reference the chart below for information on who to send your syllabi and course equivalency requests to:

IF YOU WANT TO FULFILL:	CONNECT WITH:
Major Requirements	Academic/Major Advisor
Minor Requirements	Minor Department Advisor
Essential Studies Requirements	Registrar's Office
General Electives	Academic Advisor

Bring course descriptions and/or syllabi AND this form to your meeting(s) or email ahead of time. Advisors will discuss your options with you and add comments when necessary to the form. Both you and your Advisor should sign the form when your courses are finalized.

STEP 5: Upload the completed form to your **Study Abroad Profile**. This is due by Pre-Departure Orientation.

ADVISOR SIGNATURES & COMMENTS

I HAVE MET WITH:

Student Name

Student ID

AND DISCUSSED THEIR STUDY ABROAD COURSEWORK IN RELATION TO THEIR OVERALL ACADEMIC PLAN.

ACADEMIC ADVISOR *(required for all students)*

Print Name

Date

Signature

College

Comments

SECOND MAJOR OR MINOR ADVISOR *(only required if you are taking courses towards your second major or a minor)*

Print Name

Date

Signature

College

Comments

REGISTRAR'S OFFICE *(only if you are taking courses for Essential Studies - send form through email along with syllabus)*

Christina Fargo (christina.fargo@UND.edu)

Print Name

Date

Signature

Comments

 Last Name First Name ID# Term Abroad Expected Grad Date

 Program & Location Major(s) Minor(s)

COURSE NUMBER & TITLE (ABROAD)	COURSE NUMBER & TITLE (UND)	CREDITS (US)	CREDITS (ABROAD)	MAJOR	MINOR	ELECTIVE	ESSENTIAL STUDIES	ADVISOR INITIALS & PRINTED NAME

I understand how my study abroad courses can be applied to my degree. I understand that if there are any changes in my enrollment after the completion of this form it is my responsibility to contact the appropriate individuals to obtain approval and resubmit my petition form to Study Abroad. I understand that if a course does not appear on my transcript from the host institution or on this petition form I will not receive equivalent credit for that course.

Student Signature

Date