

**Operations and Process Manual**

# OnBase Form: Study Abroad Course Approval –Academic Unit Process

## Rationale and Purpose:

The purpose of this document is to outline the steps for students, faculty, staff, and advisors to complete prior to students going abroad. This will ensure courses are reviewed, evaluated, and approved as part of the student's Course Program of Study (CPOS).

## Information:

The study abroad course approval form is found on the forms page of the Office of the Registrar. (<https://www.unco.edu/registrar/forms.aspx>) under the heading: Registration. The student also retrieves this form through their study abroad portal.

## Department Review

The Academic Unit will review the approved transfer equivalency and decide if it meets the student's degree plan requirements.

Under each evaluated course will be a section dedicated for Department/Academic Review.

### Department/Academic Review

☐ Is course degree applicable?

[Course Adjustment Form Link](#)

#### Course Adjustment Status \*

- ☐ Course Adjustment Submitted
- ☐ Course Adjustment Pending Submission
- ☐ Course Adjustment Not Submitted
- ☐ Non-Applicable

#### Department/Academic Notes

Review the courses and the assigned equivalencies:

- If “Yes,” check the box next to “Is the course degree applicable.” This is needed for CPOS compliance.
- If “No,” please include a reason in the advising notes section to help communicate why it is not degree-applicable with the student.

Many international courses will be offered as departmental electives. Please complete an [Undergraduate Course Adjustment Form](#) if needed, and note on the form that it is needed.

Include any other notes that might help the student in the comments field.

Complete this for each of the courses on the form.

1. Submit the form by going to the bottom of the page and entering your name into the Department/Academic Reviewer Name field.
2. Using the drop-down for “Review Status-Department/Academic,” select complete.
3. Save the form.
4. In the OnBase Ribbon click the arrow that confirms the “Review is Complete”

Office Use	
<b>Transfer Evaluator Name *</b> <input type="text" value="testing"/>	<b>Review Status – Transfer Eval *</b> <input type="text" value="COMPLETE"/>
<b>Department/Academic Reviewer Name *</b> <input type="text"/>	<b>Review Status – Department/Academic *</b> <input type="text"/>
<b>REG Reviewer Name *</b> <input type="text"/>	<b>Review Status – REG *</b> <input type="text"/>

  


Notifications will be sent to the following:

- Student: includes a copy of the form to aid in registration.
- Academic Advising: includes a copy of the form.
- Registrar: for student registration
- Financial Aid: for distribution approval
- Office of Global Engagement: for tracking