

COLORADO SCHOOL OF MINES
GRADUATE
PRIOR APPROVAL FORM:
 TRANSFER CREDIT FOR GRADUATE STUDENTS STUDYING
 OVERSEAS

Name _____

Date _____

CWID# _____

Classification: MS PH.D Option _____

Anticipated Graduation Date _____ Term(s) Abroad: FALL SPRING SUMMER of Year(s) _____

Institution and country where courses are to be taken _____

(1)	Name and Course number from Foreign University	Corresponding CSM Course Name and Number	CSM Credit Hrs	Min. Foreign Grade

Transfer Credit Approval is based on a review of the course syllabus, classwork, and examinations, if necessary. Graduate Students must earn a grade that is equivalent to or higher than a "B" to obtain transfer credit.

NOTE: a copy of your transcript from the institution abroad with grades in the above courses to be transferred must be submitted to the Registrar's Office with this completed form. Forms may be left on file with the Registrar's Office pending completion of substitute course.

THE COURSES LISTED ABOVE ARE APPROVED BY:

(1) (2) (3) (4) (5)

Academic Advisor					
Dept. Head for your Option					
Dept. Head for transfer course					
O.I.P. Director					
Registrar					

AFTER RETURNING TO CSM FROM OVERSEAS FINAL APPROVAL OF YOUR ACADEMIC ADVISOR AND THE DEAN OF GRADUATE STUDIES ARE REQUIRED FOR THE TRANSFER OF CREDITS FROM OVERSEAS TO CSM.

OIP Director					
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INSTRUCTIONS for the Prior Approval Form:

For Students:

- 1) **Select the courses you wish to take from an institution abroad and make a photocopy of each course description.**
- 2) **Make photocopy of CSM equivalent course.**
- 3) **Discuss all of your course selections with your Academic Advisor and obtain his/her approval for your course selections.**
- 4) **Obtain the signature of the Department/Division Head of your option for all course selections and the signature of the Department/Division Head for courses not taught in your option.**
- 5) **Bring the form to the Office of International Programs for review and signature.**
- 6) **After you have returned to CSM from abroad take a copy of your transcript from the study abroad institution and your prior approval form to the Registrar for final approval.**

NOTE: Courses from institutions abroad are transferred on credit/no credit basis. Grades are not transferred and the student's G.P.A. is not affected by course grades earned abroad.

For Student Academic Advisor:

- 1) **Determine the equivalency of courses to be taken abroad which substitutes for CSM requirements in the student's option; review non-required courses for content and confer with other CSM Divisions/Departments or the Office of International Programs as necessary. When satisfied that the student's selections are appropriate and suited to his/her academic program toward graduation, sign the form for each course to be taken overseas.**

For Department/Division Head:

Review the attached course description to assess the equivalency of courses offered in your option.

Note: After all prior approval signatures are obtained, the Registrar will maintain the original copy and OIP a photocopy of the Prior Approval Form.