



Thank you for attending this session and for your interest in the study abroad credit approval process at KU. Faculty, staff and advisors play a vital role in sending students abroad. We appreciate all the support and guidance that faculty, staff and advisors provide to students who are beginning the study abroad journey.

#### Introductions

- Angela Perryman – Director of Study Abroad
- Nancy Chaison – Associate Director
- Michele Arellano – Associate Director
- Nathan Bremer – Project Manager - Curriculum Integration
- Justine Hamilton – Program Coordinator for Germany, Netherlands, Central/Eastern Europe, Russia, Eurasia, Middle East & South Asia
- David Wiley – Program Coordinator for the British Isles and Scandinavia
- Renee Frias – Program Coordinator for East Asia, Pacific Rim, Australia & New Zealand
- Ingrid Horton – Program Coordinator for France, Italy, Greece & the African countries
- Mari Keyser – Program Coordinator for Spain, Portugal and Latin America
- Kate Gerken – Program Coordinator for International Internships

# Key Contributors to the Credit Approval Process

- **Departmental Faculty Advisors**
- **Office of Study Abroad Program Coordinators**



1. Faculty Advisors - Selected annually by academic department following solicitation from OSA in late summer
  - provide guidance to majors/minors/non-departmental students on program selection based on academic needs
  - assess content of overseas courses, approve appropriate KU equivalencies
  - connect student with departmental resources
2. Program Coordinators - Full time, permanent staff within the OSA. Program Coordinators have regional portfolios as noted in previous slide.
  - provide information on program opportunities for students according to their major, geographic preferences, and personal interests
  - provide information to departments/campus on overseas academic systems, grading scales, credit hour conversions, etc.
  - serve as liaison between student and overseas institutions for transcript receipt, course/grade concerns, etc.



The “faculty and departmental advisors” list is available on the OSA website and is also handed out to students in hard copy form in the office.

It is intended to provide students with information on the designated individuals within a department who can approve courses offered abroad for KU equivalent credits. It is up to the department to determine whether one or multiple selected persons should be responsible for credit approvals, or if they would like to allow students to get credit from any faculty member in the department (such as a major asking their advisor for credit approval directly).

In departments where a large number of courses are often requested for approval, some units have chosen to have either one person designated to approve FR/SO-level credit and another JR/SR level or one person designated to approve non-major credit and another all credit for majors.

Faculty advisors and departments should feel free to contact the Office of Study Abroad if they would like to have their contact information updated/changed or the designated contact persons updated. This can be done at any time, but please note that old hard copies of this form may still be inadvertently used by students if they have not received an updated version since a change was made.

KU Faculty & Departmental Advisors 2011 - 2012					
The following is a list of KU Faculty Advisors designated to establish and approve KU course equivalencies for courses taken abroad. These faculty/staff members will sign advisors' forms as part of the Study Abroad application, and the credit worksheet upon the student's return from abroad.					
10/25/11					
Department	Name	E-mail	Phone	Address	Position
Academic Programs for Excellence	Mariza Machado-Williams	mmachado@ku.edu	854-3671	7 Strong	Director
African/African-American Studies	Peter Ukpokodu	upokodu@ku.edu	854-3054	9 Bailey	Chair
American Studies	Randal Jellis	rmjellis@ku.edu	854-0476	213 Bailey	Undergraduate Director
Anthropology	Anthropology Department		854-4103	622 Fraser	Interim Undergraduate Advisors
Applied Behavioral Science	Glen W. White	glwhite@ku.edu	854-0523	4000 Dale	Professor
Architecture & Urban Planning	Nils Gore	ngore@ku.edu	854-1767	205 Marvin	Interim Chair
	Barb Seba	bseba@ku.edu	854-5130	205 Marvin	Administrative Associate
Biology	Jen Weghorst	weghorst@ku.edu	854-5853	2045 Haworth	Assistant Director
Business, School of	Georgiana Spear	gspear@ku.edu	854-7500	206 Summerfield	Assistant Director/Advisor
Center for East Asian Studies	Megan Greene	mgreene@ku.edu	854-3307	210 Bailey	Director
CREEES (Russian, E. Europe & Eurasian Studies)	Mariya Omelchikova	omelchik@ku.edu	854-0002	311 Bailey/412 Blake	Associate Director
Chemistry	Robert Carlson	rcarlson@ku.edu	854-3586	4031 Malott	Assoc. Chair for Undergrad Affairs
Classics	Michael Shaw	mshaw@ku.edu	854-2394	1037 Wescoe	Undergraduate Advisor, CLSX
	Phil Stinson	pstinson@ku.edu	854-3065	1036 Wescoe	Assistant Professor, CLSX
Clinical Child Psychology Program	Michael Roberts	mroberts@ku.edu	854-3580	2009 Dale	Director/Professor
Communication Studies	Adrianne Kunkel	adkunkel@ku.edu	854-6884	1162 Bailey	Associate Professor
Dance	Jenell Hilding	jhilding@ku.edu	854-2588	251 Robinson	Associate Chair
Design	Los Greene	greene@ku.edu	854-2656	356 Art & Design	Associate Dean/Professor
East Asian Languages & Culture	Crispin Williams (China)	cwill@ku.edu	854-6206	2110 Wescoe	Assistant Professor
	Elaine Gerbert (Japan)	gerbert@ku.edu	854-9127	2101 Wescoe	Associate Professor
	Kyom Yun (Korea)	kyun@ku.edu	854-3207	2100 Wescoe	Assistant Professor
Economics	Joe Sicilian	jsic@ku.edu	854-2842	415 Snow	Chair
Education	Arlisa Branham	abranham@ku.edu	854-6902	211 JBP	Licensing Administrator
Engineering-Chemical & Petroleum	see any advisor		854-6265	4132 Learned	
Engineering-Civil, Environ., Architectural	Tom Mulvazzi	tom@ku.edu	854-2626	2156 Learned	Professor
Engineering-Electrical & Computer Science	David Petr	dpetr@ku.edu	854-5523	2001C Eaton	Professor
Engineering-Mechanical	Lonn Malechuk	malechuk@ku.edu	854-2685	Email Only	Associate Professor
English	Sonya Lencovette (FRISO)	sonya@ku.edu	854-5215	Wescoe	Associate Director
	Mary Klayder (500-level +)	mklayder@ku.edu	854-2992	3001 Wescoe	Associate Dir. Undergrad. Studies
Environmental Studies Program	Chris Brown	cbrown@ku.edu	854-8992	252A Snow	Director
European Studies	Hedi Hulbe	hhulbe@ku.edu	854-6252	322 Blake	Advising Specialist
			854-3601	356 Murphy	
Film and Media Studies	John Tibbets	ttibbets@ku.edu	854-1352	Oklahoma Studios	Associate Professor
French	Samira Sayeh	sayeh@ku.edu	854-0076	2009 Wescoe	Associate Professor
Geography	Donna Tucker	dtucker@ku.edu	854-4738	417 Lindley	Associate Professor
Geology	George Isoltas	isoltas@ku.edu	854-4894	120 Lindley	Director of Undergraduate Studies
Germanic Languages & Literatures	James Brown	jfb@ku.edu	854-9174	2078 Wescoe	Assistant Professor
	Lorie Vanchena	vanchena@ku.edu	854-9176	2077 Wescoe	Associate Professor
Global and International Studies (GIST/GOIS)	Hedi Hulbe	hhulbe@ku.edu	854-6252	322 Blake	Advising Specialist
			854-3601	356 Murphy	
Health, Sport, & Exercise Sciences	Susan King	sking@ku.edu	854-0730	161 Robinson	Associate Professor
History	Steven Epstein	sae@ku.edu	854-2146	3622 Wescoe	Professor
History of Art	David Cateforis	dcate@ku.edu	854-4713	209 Spencer Museum	Professor

Faculty advisors *can only approve credit for courses that would be offered within their own department on campus.*

For example, if a design major seeks approval from their departmental advisor for coursework taken in Germany, the design professor/advisor can only approve design courses taken abroad. German language courses should be approved by the German department advisor, even if the student is not majoring or minoring in German.

Interdisciplinary coursework, such as area studies or cultural studies, can often times be approved by more than one department, especially when a course could be cross-listed when offered on campus (History of China could be approved by East Asian Studies AND History, for example). In these cases, it is generally decided by the student (in consultation with their advisor) which department to approach for credit approval. This decision is based on which course (History or EALC using the above example) will best fit the student with regards to the necessary requirements still unmet within the student's degree plan.

Faculty advisors can choose how they prefer to receive information for credit approval. For example, some advisors would like all students to meet with them in person to review the coursework and sign the required forms. Others prefer the student email all the information to them and then inform the student when the signed forms are ready to be picked up. Still others would rather the student come in twice for a meeting, once to drop off the forms and discuss the material and then again to pick them up and review the approvals.

Again, faculty advisors and departments should contact the Office of Study Abroad if they would like to have the information currently appearing on the Faculty and Departmental Advisor list updated/changed. The list can also include information on your preferred method for processing credit approval requests.

# Credit Approval Process

## Pre-Program Approval

### *Ideal Scenario*

Students are seeking credit approval as part of their program selection process (i.e. to determine the program that will best benefit them academically at KU) **OR** after they have selected a program and are preparing to apply.



All students are encouraged to start the credit approval process as part of their program selection process. Students requesting credit approval at this stage are typically doing so with less information, as they are still exploring their options and attempting to determine if one program is better than another due to the range and type of courses offered and/or that could be approved for transfer to KU. They may be looking to have a faculty advisor review information with them with only a course description (no syllabi).

This is the ideal scenario, because students are more open to their options and planning their study abroad program with academic concerns in mind.

If a student has already selected a program, they will have been advised to do their research on courses available at the foreign institution, to the extent that is possible, so they can provide the faculty advisor with as much information as there is available.

In some cases, students may seek approval for courses without knowing if that course will be offered in the term they intend to study abroad, and have been advised by their OSA coordinator to use previous courses offered as a guide. For example, a student applying to a program in Denmark may use the spring 2011 list of courses offered and syllabi as part of their application process for spring 2012 based upon the assumption that many courses are repeated at institutions on an annual basis.



Application for Study Abroad  
**Academic Plan and Approval: Direct Enrollment at a Foreign Institution**

Student Name (please print) \_\_\_\_\_ KUID or SSN \_\_\_\_\_ Major (s) \_\_\_\_\_  
 Host Institution \_\_\_\_\_ Program Location \_\_\_\_\_ Term(s) ☐ Fall 20 ☐ Spring 20 ☐ Summer 20

**Statement of Understanding**

1. I have discussed these plans with my academic advisor and the appropriate graduation official and have familiarized myself with all degree and major requirements.  
 2. It is my responsibility to enroll in the appropriate courses at the foreign institution. The granting of credit for these courses is dependent upon their successful completion.  
 3. I must inform my academic advisor and the Office of Study Abroad of any changes in course choice or curriculum.  
 4. If I intend to finish all degree requirements while abroad, I know the rules and procedures and have made all arrangements before going abroad.  
 5. I understand that all coursework completed and grades received will be posted on my official KU transcript.

X  
 Student Signature \_\_\_\_\_  
 Academic Advisor (Print Name, Dept) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (The student usually fills this out these columns with guidance from OSA. This spot is for a student's major advisor to sign they are aware of the student's plan.)

Host Institution Course	Equivalent KU Level	Equivalent KU Hours	KU Course Equivalent	Credit Hours	Type of Degree Requirement	Conditional Approval?
1.	2. <input type="checkbox"/> 100-200 <input type="checkbox"/> 300-500 <input type="checkbox"/> 600-900 <input type="checkbox"/> unknown	3.	4. EX: "HIST 114"	5. KU Course title, EX: "History of WWII" or "Special Topics in: SUBJECT ABROAD"	6. <input type="checkbox"/> Major <input type="checkbox"/> Gen. Ed <input type="checkbox"/> Elective	7. <input type="checkbox"/> Yes <input type="checkbox"/> No
I. 1. Course title as it is listed at the host institution abroad			9. Your Name, printed legibly, your signature & date approved			
II. 1.	2. <input type="checkbox"/> 100-200 <input type="checkbox"/> 300-500 <input type="checkbox"/> 600-900 <input type="checkbox"/> unknown	3.	4. Department Representative (Print Name)	5.	6. Signature	7. <input type="checkbox"/> Yes <input type="checkbox"/> No
III. 1.	2. <input type="checkbox"/> 100-200 <input type="checkbox"/> 300-500 <input type="checkbox"/> 600-900 <input type="checkbox"/> unknown	3.	4. Department Representative (Print Name)	5.	6. Signature	7. <input type="checkbox"/> Yes <input type="checkbox"/> No
IV. 1.	2. <input type="checkbox"/> 100-200 <input type="checkbox"/> 300-500 <input type="checkbox"/> 600-900	3.	4. Department Representative (Print Name)	5.	6. Signature	7. <input type="checkbox"/> Yes <input type="checkbox"/> No

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 Office of Study Abroad

This is a sample of the Academic Plan & Approval Form that students complete as a component of their study abroad program application. Guidance on common questions faculty advisors have in completing this form are noted in red.

A student (with help from their OSA coordinator) should complete the left-hand side of this form, listing all courses they plan to take abroad plus alternates. The faculty advisor, in consultation with the student and upon reviewing all supporting documentation provided by the student, completes the columns on the right-hand side of the form. If you are unsure of the level of the course, equivalent KU credit hours, etc. please do not hesitate to contact us for clarification.

On the next slide, we will walk through some of the more common questions in more detail, regarding Conditional Approval, Level of Coursework, Major/Minor Requirements, and Amount of Credits.

## Credit Approval Elements

- **Amount of credits:** the number of credits is recommended by OSA staff using conversion tables specific to the country/institution abroad. The faculty advisor reviews the content of the course in order to find the best KU course equivalent(s).
- **Level of Coursework:** in cases where the appropriate level (FR/SO, JR/SR or GR) is not clear, the faculty advisor should consult with OSA staff for clarification.
- **Conditional Approval :** this option should be selected by the advisor if they would like to review course materials provided by the student following completion of the program (such as copies of exams, etc.) or in cases where very little information is known prior to the student going abroad.
- **Major/Minor and General Education Requirements:** If faculty advisors approve a course as one of the KU courses designated to fulfill a general education or major/minor requirement, once the approved course is posted to the KU students' record at the end of their program, this course will automatically show as fulfilling the requirement.



Amount of credits: In cases where a course abroad is worth more credits than the KU equivalent course, the advisor should consider adding a credit hour or more of directed study, special topics, or readings to ensure that all credits earned abroad are translated to a student's KU academic record. This is especially important in cases where a student must maintain fulltime status at KU, thus requiring that they transfer in a minimum of 12 credit hours.

Similarly, in cases where the courses abroad are less than the appropriate KU equivalent course, the faculty member may decide to combine foreign courses together to equal the desired KU course, or in rare cases such as foreign language courses completed abroad, the faculty member may decide to award more credit for a lesser credit course taking into consideration the contact with the language provided through immersion experiences such as host families, cultural activities, etc.

Conditional Approval: This option may be selected by the advisor if they would like to review course materials *after the student completes the study abroad program*. If this option is selected, the OSA recommends that the Faculty/Departmental Advisor and the student discuss what information and documentation will be needed upon the student's return to campus, as the student will be required by the OSA staff to return to the faculty advisor post-program for signature approval once again.

Major/Minor and General Education requirements: This has caused confusion for some advisors who mark that a course can fulfill an HR/HT on the OSA form, for example, but the KU course they approved is not a designated HR or HT course through CUSA/CLAS. In order for a foreign-taught course to apply toward a general education requirement at KU, it must be approved for transfer as one of the KU courses already appearing on the list of approved HR/HT courses.

*NOTE: all study abroad credits will post as RESIDENT CREDIT – not transfer credit – so students can spend one or both of their last terms abroad and still be “in residence”. This could be useful for majors wanting to fulfill major JR/SR coursework abroad in their final year at KU.*

# Credit Approval Process

## Approval from Abroad

*2<sup>nd</sup> best scenario*

Students are seeking credit approval via email from abroad or with OSA assistance.

- *Countries where pre-departure approval is more challenging*
- *When there are unforeseeable timetable changes at host institution*
- *Locations where course information is harder to obtain*



Frequently in this scenario the student is seeking course approval from abroad for reasons outside their control as mentioned above.

Getting approval via email can be challenging for both the student and the advisor, so the OSA advises students to meet with advisors in those departments from which they MIGHT need to request email approval from abroad so that there can be agreement prior to departure on how that process should take place (expectations are set) and to facilitate the process.

Even though this can be challenging, it is still in a student's best interest to get approval at this stage rather than upon return to KU. By having information on foreign credit approvals while still abroad, the student is better prepared for enrollment while abroad for their semester of return to KU.

Procedurally, if a faculty advisor emails a student approval, the program coordinator in OSA can use this email as the official approval in lieu of a signature form.



All courses and grades must be posted to your KU transcript from your study abroad period. For more information regarding this process, the rules, and the consequences of not posting credit (or enough credit) please read the first pages of your KU Study Abroad Handbook. To help you through this process, here are the steps to take to ensure your credit is posted in a timely manner.

### GRADE POSTING STEPS

**Step One:**

Receive Academic Plan and Approval Form in application packet.

**Step Two:**

After deciding which classes to take at your respective foreign institution, visit with the Faculty Advisor (FA) in the appropriate KU department(s). \*\* The FA will decide how the class at the foreign institution will be posted on your KU academic record. Ask the FA to sign off on the Academic Plan and Approval Form.

*For example, if you are planning to take 19<sup>th</sup> Century European Art at the University of Stirling, visit with the FA in the History of Art department at KU to determine what KU equivalent can be given for that course.*

You  
are  
here.

**Step Three:**

If you change your enrollment while overseas, you may email the appropriate FA for tentative approval via email (and send a copy of the email to your Program Coordinator). You may need to provide a syllabus or a class description, so be prepared to do so.



Sample instructions on the foreign credit approval process given to students while abroad.

# Credit Approval Process

## Post-Program – after return

*Least preferred option*

- *Conditional Approval needs new signature*
- *Re-approval required*
- *No approval obtained earlier*

### **Benefits to Faculty Advisors:**

- Full transcripts
- Language level
- More accurate course content



Students who were unable to get their courses approved prior to or during their study abroad program (or had courses conditionally approved) will be required to get their courses approved after they return.

Once the OSA receives the student's transcript, a Credit Worksheet will be created. The student will then bring this form to the appropriate Faculty/Departmental Advisor for approval. This method can be beneficial for Advisors because they are able to talk with the student about the course content, see the student's improvement in the language level, or see coursework the student completed while abroad.

However, it can also be a more stressful process to a student, who is more anxious to get approval for courses they can no longer change as they have been completed.

## The University of Kansas

### Office of Study Abroad

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E-mail: [osa@ku.edu](mailto:osa@ku.edu)  
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**Credit Worksheet**

**Name** \_\_\_\_\_

**Program** \_\_\_\_\_

**University** \_\_\_\_\_

**KU ID#** \_\_\_\_\_

**Term** \_\_\_\_\_

**Country** \_\_\_\_\_

Please fill out the section below for each course taken abroad. Note that all courses taken abroad will be posted on your University of Kansas record. Include any courses taken for credit during orientation sessions where applicable. Consult your Study Abroad Advisor for procedures relevant to your particular Study Abroad Program.

I. Dept. and Course Number (at foreign university)	Course Title	Grade (where known) & Number of Credits
_____	_____	_____
<b>Suggested KU Equivalent</b>		
_____	_____	_____
_____	_____	_____

Description of course method (lecture, seminar, etc.) and of course content:

\_\_\_\_\_

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The Credit Worksheet, unlike the pre-program Academic Plan & Approval Form, is prepared by the OSA staff AFTER the foreign transcript is received. Therefore, all credit, level, and grade conversions have been done by OSA staff directly. Any questions regarding these items at this stage should be sent to the OSA by phone or email rather than through the student.

Typically, lines needing to be completed by advisors are highlighted by the OSA staff to simplify the process as much as possible.

Section below for each course taken abroad. Note that all courses taken abroad will be posted on your University of Kansas transcript. Include any courses taken for credit during orientation sessions where applicable. Consult your Study Abroad Advisor relevant to your particular Study Abroad Program.

This row completed by the Faculty Advisor to match courses in the KU catalog

**I.** Dept. and Course Number (at foreign university) Course Title Grade (where known) & Number of Credits

This row will be completed by the OSA staff to match the foreign transcript

Suggested KU Equivalent  
CLAS 101 KU Course Title KU Credits & Grades calculated by OSA staff

Description of course method (lecture, seminar, etc.) and of course content:  
Notes from OSA Staff will be here if deemed useful

Advisor's signature, date and approving department

Academic Advisor Signature: Date: Department:

**II.** Dept. and Course Number (at foreign university) Course Title Grade (where known) & Number of Credits

Suggested KU Equivalent

Courses the student received pre-approval for will have all items filled in and completed and "Pre-Approved" marked for the signature

Description of course method (lecture, seminar, etc.) and of course content:

Academic Advisor Signature: Pre-Approved Date: Department:

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In this sample, some of the more common questions faculty advisors may have are again addressed in the red notes.

# Credit Approval Process

## Approval Requests from OSA

Development of new program sites as  
exploratory tool to determine  
departmental “fit” (NOT blanket credit  
approvals for individual student use)

As part of Curriculum Integration efforts

Multiple students completing the same  
course abroad

Students who have not returned or do not  
plan to return to KU



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Occasionally, the OSA will send requests out to departments for credit approval. These requests are generally sent with a note from the specific OSA Program Coordinator detailing the rationale and purpose behind the OSA request. The contact information for the OSA Program Coordinator should be on that note should the advisor have any questions.





November 8, 2011

TO: Rev. Clark, German Department 3087 Wescoe  
FROM: Justine Hamilton, Study Abroad Advisor  
RE: Request for Evaluation of Non-Major Credit

Would you please evaluate the enclosed course description and indicate:  
a) the appropriate KU equivalent, and  
b) whether this course fulfills any distribution requirements.

Regardless of the level of the major course, KU equivalent course, or whether it is a major course, please note that your signature indicates approval only for non-majors. Students wishing to use credit from abroad towards the major must always have such credit approved on an individual basis by their major department.

Thank you for your assistance.

**HOST UNIVERSITY COURSE**

Host University: Radboud University Nijmegen  
Course no.: \_\_\_\_\_ Title: Dutch Culture from the Golden Age Credits: 3  
Course description available online at:  
<http://www.studiegids.artsenr.nl/2009/en/arts/prospectus/lectuaren/courses/2495/>

**KU EQUIVALENT COURSE**

Course no.: \_\_\_\_\_ Title: \_\_\_\_\_ Credits: 3

Course fulfills the following distribution requirement:  
*\*This student is hoping the course will count towards his HT or SC requirement.*

Department approval: \_\_\_\_\_  
Name and title (please print)

\_\_\_\_\_  
Signature Date



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Sample forms sent by OSA staff when requesting approval for a specific foreign course.

# Credit Equivalency Lists

Lists are used by students as guides for selecting programs. They are not a guarantee of credit approvals for a student.

**“Credit allotment is subject to the discretion of the department faculty advisor. These equivalences have been used for previous students abroad and may be used as a guide in course selection and aid in establishing course equivalencies. These equivalencies do not grant an automatic pre-approval to future students. *You must get each of your courses approved by the appropriate advisor.*”**



Credit Equivalency Lists are created for KU-administered study abroad programs only. These lists are posted on the KU program website or provided to students by the OSA Program Coordinator.

These lists are only useful IF they can be used by students, which means they must accurately reflect the departmental approvals. Therefore, if you approve a course for just one student, such as a major needing specific credit, that is an irregularity or exception to the normal approval that would be given, please let the OSA know that this is an exception so we can keep it off the list for all other students.

Additionally, if you see a course on the list that is an error, please let us know so we can fix it. It is very important to us that this list be as useful a tool as possible, as it will simplify the process for the OSA staff, KU students and KU faculty advisors.

# Sample Credit Approval Forms

## Included:

- Faculty Advisor List for 2012-13
- Academic Plan & Approval Forms
- Grade Posting Step-by-Step guide
- Credit Worksheets
- Credit Worksheet Instructions
- OSA Approval Request blank form
- Sample Credit Equivalency List



Please look through the provided materials and let us know if you have any questions.

**If you have any  
further  
questions,  
please don't  
hesitate to  
contact us at:**

**Office of Study Abroad**

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Thank you for supporting KU students who are studying abroad!