

# ACADEMIC PLAN & APPROVAL FORM

## FOR STUDY ABROAD

**HEY! Are you going on a KU internship or faculty-led program?**  
*Students on KU internships & faculty-led programs do not need to fill out this form.*

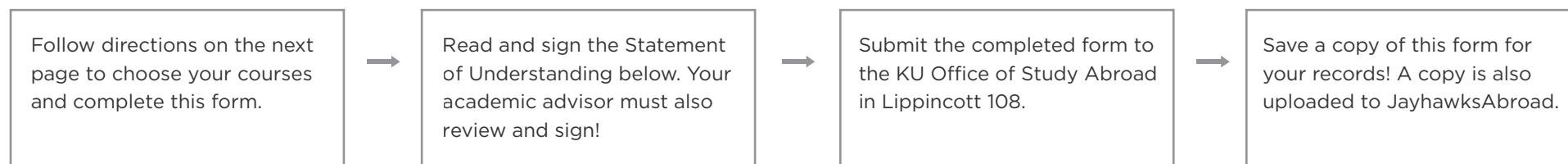
### BEFORE YOU START:

- Meet with your academic advisor to discuss your 4-year plan and courses you need to take while abroad.
- Meet with a KU study abroad program coordinator to discuss program options and foreign course availability.
- Choose your study abroad program and start the application.

### START: Research Course Options Abroad

- Using course catalogs/lists found on your study abroad program's webpage and the course database, research and select courses.
- You must meet all pre-requisites for both foreign courses and the KU equivalent course.
- Summer students: take the equivalent of 3-12 credit hrs.  
Semester students: take the equivalent of 12-18 credit hrs.  
Not all foreign courses may be available; list several back-up options.

### NEXT STEPS:



### STATEMENT OF UNDERSTANDING *\*To be signed only after pages 2 through 4 are completed.*

1. I understand that all courses taken abroad and all grades received must be posted on my official KU transcript.
2. Courses designated as "APPROVED equivalency" on the course equivalency database do not require approval by the academic unit. It is my responsibility to have all other courses approved by the relevant academic unit for each course I plan to take abroad.
3. I must inform my academic advisor and my KU study abroad program coordinator of any changes in course choice or course content before finalizing enrollment.
4. I have discussed these plans with my academic advisor and have familiarized myself with all degree and major requirements.
5. If I intend to finish all degree requirements while abroad, I have consulted with the appropriate graduation official and have spoken to my study abroad program coordinator and academic advisor to know what arrangements must be made before going abroad.

\_\_\_\_\_  
STUDENT NAME (PRINT)

\_\_\_\_\_  
KU ID

\_\_\_\_\_  
STUDY ABROAD PROGRAM

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ACADEMIC ADVISOR NAME (PRINT)

\_\_\_\_\_  
ACADEMIC ADVISOR SIGNATURE

\_\_\_\_\_  
DATE

①

KU Office of Study Abroad, [studyabroad@ku.edu](mailto:studyabroad@ku.edu), 785-864-3742, 1410 Jayhawk Blvd., Lippincott Hall Rm. 108, Lawrence KS, 66045

STEP 1: List the foreign courses you wish to take abroad.	STEP 2: Review course status in course database.
<p>① List each course you may take in the STEP 1 box provided below.</p> <p>② List the course number at the foreign institution and the foreign credits.</p> <p><i>*Students should review their academic information and study abroad program webpage, and consult with their program coordinator to determine the foreign credit to KU credit conversion.</i></p>	<p><b>“APPROVED Equivalency” courses</b>      <b>All other courses</b></p> <p>If you listed courses that are “approved equivalencies” in the KU study abroad course database, check the box for “approved equivalency” in STEP 2.</p> <p>If you chose courses that do not appear in the course database OR if any of the courses are listed as “possible equivalencies,” check the box for “requires departmental approval.”</p> <p><a href="#">LINK TO COURSE DATABASE</a> <a href="http://STUDYABROAD.KU.EDU/COURSE-EQUIVALENCIES">STUDYABROAD.KU.EDU/COURSE-EQUIVALENCIES</a></p>
STEP 3: KU Course Equivalents	STEPS 4 & 5: Departmental approval & approval conditions
<p><b>“APPROVED Equivalency” courses</b>  <b>Students:</b> For “approved equivalency” courses, list the KU course information from the course database in STEP 3. Incorrectly listing a course approval here does NOT result in automatic approval.</p> <p><b>Departmental approvers:</b> No approval required for “approved equivalency” courses.</p> <p><a href="#">LINK TO DEPARTMENTAL APPROVERS LIST</a> <a href="http://STUDYABROAD.KU.EDU/CREDIT">STUDYABROAD.KU.EDU/CREDIT</a></p>	<p><b>All other courses</b>  <b>Students:</b> For all other courses, students do NOT list a KU course equivalent. Departmental Approver(s) will complete steps 3, 4, and 5.</p> <p><b>Departmental approvers:</b> List the appropriate KU course equivalents in the STEP 3 box provided below.</p> <p><b>Students may not fill out this section.</b></p> <p><b>Departmental approvers:</b></p> <ul style="list-style-type: none"> <li>In the STEP 4 box below, please sign and date your approval.</li> <li>In the STEP 5 box below, please indicate if the course equivalency is conditionally or unconditionally approved. If the course is conditionally approved, please list the conditions.</li> </ul>

COURSE 1	STEP 1: List the foreign course you wish to take abroad.			STEP 2: Review course status in course database.		STEP 5: CONDITIONS
	FOREIGN COURSE NUMBER	FOREIGN COURSE TITLE	*FOREIGN CREDITS	<input type="checkbox"/> <b>Approved Equivalency</b> Write the name of approved KU equivalent course(s) in STEP 3. Skip STEPS 4 & 5.	<input type="checkbox"/> <b>Requires Departmental Approval. STOP!</b> Department approver must complete STEPS 3, 4, & 5.	<input type="checkbox"/> Unconditionally approved <input type="checkbox"/> Approved if these conditions are met:
	STEP 3: KU COURSE EQUIVALENTS			STEP 4: Departmental Approval		
	KU COURSE NUMBER(S)	KU COURSE TITLE(S)	KU CREDIT HOURS	Departmental approver name (Print) ..... Signature ..... Date .....		

COURSE 2	STEP 1: List the foreign course you wish to take abroad.			STEP 2: Review course status in course database.		STEP 5: CONDITIONS
	FOREIGN COURSE NUMBER	FOREIGN COURSE TITLE	*FOREIGN CREDITS	<input type="checkbox"/> <b>Approved Equivalency</b> Write the name of approved KU equivalent course(s) in STEP 3. Skip STEPS 4 & 5.	<input type="checkbox"/> <b>Requires Departmental Approval. STOP!</b> Department approver must complete STEPS 3, 4, & 5.	<input type="checkbox"/> Unconditionally approved <input type="checkbox"/> Approved if these conditions are met:
	STEP 3: KU COURSE EQUIVALENTS			STEP 4: Departmental Approval		
	KU COURSE NUMBER(S)	KU COURSE TITLE(S)	KU CREDIT HOURS	Departmental approver name (Print) ..... Signature ..... Date .....		

COURSE 3	<b>STEP 1: List the foreign course you wish to take abroad.</b>			<b>STEP 2: Review course status in course database.</b>		<b>STEP 5: CONDITIONS</b>	
	FOREIGN COURSE NUMBER	FOREIGN COURSE TITLE	*FOREIGN CREDITS	<input type="checkbox"/> <b>Approved Equivalency</b> Write the name of approved KU equivalent course(s) in STEP 3. Skip STEPS 4 & 5.	<input type="checkbox"/> <b>Requires Departmental Approval. STOP!</b> Department approver must complete STEPS 3, 4, & 5.		<input type="checkbox"/> Unconditionally approved
							<input type="checkbox"/> Approved if these conditions are met:
	<b>STEP 3: KU COURSE EQUIVALENTS</b>			<b>STEP 4: Departmental Approval</b>			
	KU COURSE NUMBER(S)	KU COURSE TITLE(S)	KU CREDIT HOURS	Departmental approver name (Print) .....			
				Signature .....	Date .....		

COURSE 4	<b>STEP 1: List the foreign course you wish to take abroad.</b>			<b>STEP 2: Review course status in course database.</b>		<b>STEP 5: CONDITIONS</b>	
	FOREIGN COURSE NUMBER	FOREIGN COURSE TITLE	*FOREIGN CREDITS	<input type="checkbox"/> <b>Approved Equivalency</b> Write the name of approved KU equivalent course(s) in STEP 3. Skip STEPS 4 & 5.	<input type="checkbox"/> <b>Requires Departmental Approval. STOP!</b> Department approver must complete STEPS 3, 4, & 5.		<input type="checkbox"/> Unconditionally approved
							<input type="checkbox"/> Approved if these conditions are met:
	<b>STEP 3: KU COURSE EQUIVALENTS</b>			<b>STEP 4: Departmental Approval</b>			
	KU COURSE NUMBER(S)	KU COURSE TITLE(S)	KU CREDIT HOURS	Departmental approver name (Print) .....			
				Signature .....	Date .....		

COURSE 5	<b>STEP 1: List the foreign course you wish to take abroad.</b>			<b>STEP 2: Review course status in course database.</b>		<b>STEP 5: CONDITIONS</b>	
	FOREIGN COURSE NUMBER	FOREIGN COURSE TITLE	*FOREIGN CREDITS	<input type="checkbox"/> <b>Approved Equivalency</b> Write the name of approved KU equivalent course(s) in STEP 3. Skip STEPS 4 & 5.	<input type="checkbox"/> <b>Requires Departmental Approval. STOP!</b> Department approver must complete STEPS 3, 4, & 5.		<input type="checkbox"/> Unconditionally approved
							<input type="checkbox"/> Approved if these conditions are met:
	<b>STEP 3: KU COURSE EQUIVALENTS</b>			<b>STEP 4: Departmental Approval</b>			
	KU COURSE NUMBER(S)	KU COURSE TITLE(S)	KU CREDIT HOURS	Departmental approver name (Print) .....			
				Signature .....	Date .....		

COURSE 6	<b>STEP 1: List the foreign course you wish to take abroad.</b>			<b>STEP 2: Review course status in course database.</b>		<b>STEP 5: CONDITIONS</b>	
	FOREIGN COURSE NUMBER	FOREIGN COURSE TITLE	*FOREIGN CREDITS	<input type="checkbox"/> <b>Approved Equivalency</b> Write the name of approved KU equivalent course(s) in STEP 3. Skip STEPS 4 & 5.	<input type="checkbox"/> <b>Requires Departmental Approval. STOP!</b> Department approver must complete STEPS 3, 4, & 5.		<input type="checkbox"/> Unconditionally approved
							<input type="checkbox"/> Approved if these conditions are met:
	<b>STEP 3: KU COURSE EQUIVALENTS</b>			<b>STEP 4: Departmental Approval</b>			
	KU COURSE NUMBER(S)	KU COURSE TITLE(S)	KU CREDIT HOURS	Departmental approver name (Print) .....			
				Signature .....	Date .....		

COURSE 7	<b>STEP 1: List the foreign course you wish to take abroad.</b>			<b>STEP 2: Review course status in course database.</b>		<b>STEP 5: CONDITIONS</b>	
	FOREIGN COURSE NUMBER	FOREIGN COURSE TITLE	*FOREIGN CREDITS	<input type="checkbox"/> <b>Approved Equivalency</b> Write the name of approved KU equivalent course(s) in STEP 3. Skip STEPS 4 & 5.	<input type="checkbox"/> <b>Requires Departmental Approval. STOP!</b> Department approver must complete STEPS 3, 4, & 5.		<input type="checkbox"/> Unconditionally approved
							<input type="checkbox"/> Approved if these conditions are met:
	<b>STEP 3: KU COURSE EQUIVALENTS</b>			<b>STEP 4: Departmental Approval</b>			
	KU COURSE NUMBER(S)	KU COURSE TITLE(S)	KU CREDIT HOURS	Departmental approver name (Print) .....			
				Signature .....	Date .....		

COURSE 8	<b>STEP 1: List the foreign course you wish to take abroad.</b>			<b>STEP 2: Review course status in course database.</b>		<b>STEP 5: CONDITIONS</b>	
	FOREIGN COURSE NUMBER	FOREIGN COURSE TITLE	*FOREIGN CREDITS	<input type="checkbox"/> <b>Approved Equivalency</b> Write the name of approved KU equivalent course(s) in STEP 3. Skip STEPS 4 & 5.	<input type="checkbox"/> <b>Requires Departmental Approval. STOP!</b> Department approver must complete STEPS 3, 4, & 5.		<input type="checkbox"/> Unconditionally approved
							<input type="checkbox"/> Approved if these conditions are met:
	<b>STEP 3: KU COURSE EQUIVALENTS</b>			<b>STEP 4: Departmental Approval</b>			
	KU COURSE NUMBER(S)	KU COURSE TITLE(S)	KU CREDIT HOURS	Departmental approver name (Print) .....			
				Signature .....	Date .....		

COURSE 9	<b>STEP 1: List the foreign course you wish to take abroad.</b>			<b>STEP 2: Review course status in course database.</b>		<b>STEP 5: CONDITIONS</b>	
	FOREIGN COURSE NUMBER	FOREIGN COURSE TITLE	*FOREIGN CREDITS	<input type="checkbox"/> <b>Approved Equivalency</b> Write the name of approved KU equivalent course(s) in STEP 3. Skip STEPS 4 & 5.	<input type="checkbox"/> <b>Requires Departmental Approval. STOP!</b> Department approver must complete STEPS 3, 4, & 5.		<input type="checkbox"/> Unconditionally approved
							<input type="checkbox"/> Approved if these conditions are met:
	<b>STEP 3: KU COURSE EQUIVALENTS</b>			<b>STEP 4: Departmental Approval</b>			
	KU COURSE NUMBER(S)	KU COURSE TITLE(S)	KU CREDIT HOURS	Departmental approver name (Print) .....			
				Signature .....	Date .....		

COURSE 10	<b>STEP 1: List the foreign course you wish to take abroad.</b>			<b>STEP 2: Review course status in course database.</b>		<b>STEP 5: CONDITIONS</b>	
	FOREIGN COURSE NUMBER	FOREIGN COURSE TITLE	*FOREIGN CREDITS	<input type="checkbox"/> <b>Approved Equivalency</b> Write the name of approved KU equivalent course(s) in STEP 3. Skip STEPS 4 & 5.	<input type="checkbox"/> <b>Requires Departmental Approval. STOP!</b> Department approver must complete STEPS 3, 4, & 5.		<input type="checkbox"/> Unconditionally approved
							<input type="checkbox"/> Approved if these conditions are met:
	<b>STEP 3: KU COURSE EQUIVALENTS</b>			<b>STEP 4: Departmental Approval</b>			
	KU COURSE NUMBER(S)	KU COURSE TITLE(S)	KU CREDIT HOURS	Departmental approver name (Print) .....			
				Signature .....	Date .....		