

GSB Study Abroad Final Approval Form

Please download and fill in this form electronically. If you have any questions or concerns about this form, please email gsbcss@uvm.edu.

Student name: _____ NetID: _____

Term abroad (e.g. spring 2025): _____ Anticipated graduation term: _____

Major theme and concentration: _____ Host city: _____

Abroad program/university name: _____

Step 1: Review the courses offered at your host university/program.

- Once you have been approved to study abroad, review the preliminary list of courses offered at your host university/program to determine which courses you may want to take and which of your degree requirements they may fulfill. Please note that the course offerings on your host university/program's website may be tentative and may not all be offered during your semester abroad.

Step 2: List some courses you would be interested in taking abroad. This is a preliminary course list and you are NOT officially registering for these courses by listing them on this form. You may list up to 10 course options, but you will take 4-5 courses while abroad.

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Step 3: Use the [UVM Transfer Credit Guide](#) to see if any of your desired courses have already been reviewed and approved to transfer to UVM.

- Navigate to the UVM Transfer Credit Guide at the bottom of [this page](#). Select your program/university's nation from the drop-down menu, then the institution.
- Please note that the guide only lists courses that past UVM students have taken and is not a reflection of the full list of courses available to you at your abroad program/university. In some cases, students may have only needed to transfer a class to UVM as an elective, so it was not reviewed by the department (this can be the case for classes listed as XXXX).
- For any courses that are not already listed on the Transfer Credit Guide, a syllabus will be required to review and approve the course. You can begin finding and saving syllabi as you begin reviewing courses.

Step 4: Review the information below, sign, and email this form to a GSB Academic Advisor for review.

- ☐ I have reviewed my Degree Audit and I understand my degree requirements.
- ☐ I have created an academic plan for my future semesters at UVM in line with my anticipated graduation date.
- ☐ I understand it is my responsibility to know how the courses I take abroad influence my degree completion.
- ☐ I understand I am responsible for having my courses abroad reviewed BEFORE taking the courses. I understand that there is no guarantee that courses will apply toward my degree requirements without having the courses reviewed before taking them.
- ☐ I understand that the Capstone course must be taken at UVM.
- ☐ I understand that the Professional Development Series courses must be taken at UVM and I cannot take them while abroad.
- ☐ I understand that 30 of my last 45 credits must be taken at UVM.
- ☐ I understand that I am restricted to transferring up to the following courses/credits to UVM, including any credits I transfer from other domestic institutions:
 - Business field courses: 2 courses (6 credits)
 - All Concentrations (Finance, Accounting, Marketing, and Business Analytics): 2 courses (6 credits)
 - Entrepreneurship Theme: 2 courses (6 credits)
 - Sustainable Business Theme: 2 courses (6 credits)
 - Global Business Theme: 3 courses (9 credits)
- ☐ I understand it is my responsibility to email the GSB Student Success Center (gsbcss@uvm.edu) if there are any changes in my course schedule while abroad.
- ☐ I understand that upon returning from abroad, it is my responsibility to ensure that my transcript is sent to UVM so that I may receive credit.
- ☐ I understand that the applicability of the courses I take abroad to my degree requirements is not guaranteed until a transfer evaluation is completed upon my return.

Student signature: _____ Date: _____

To be completed by a GSB Academic Advisor:

- ☐ This student met with me to discuss the requirements and preliminary course list above.

GSB Academic Advisor Signature Date: _____