

DIRECTIONS: This form must be completed with an Academic Advisor from the Grossman School of Business.

Student Name: _____ NetID: _____

Planned Semester/Year Abroad: _____ Anticipated Graduation Date: _____

Major Theme and Concentration: _____

- I attest that I meet all UVM and GSB requirements to be considered in good academic standing with a GPA above 2.5
- I have created an academic plan for my future semesters at UVM in line with my anticipated graduate date.
- I have reviewed my Degree Audit and understand all degree requirements. I am aware of all the required courses for my concentration and theme.
- I understand that I need to meet all BSBA degree requirements within my catalog year and in addition understand that UVM requires I complete 120 credits overall to graduate.
- I am aware that there may be courses that I need to take to remain on track with my anticipated graduation date. It is my responsibility to know how courses I take abroad may influence my course progression and degree completion.
- Due to UVM's Residency Requirements, I understand that am restricted to the following number of courses/credits when transferring classes back to UVM, and that this number includes courses taken at other domestic institutions:

Business Admin Minor: 2 courses (6 credits) **Field Courses:** 2 courses (6 credits)

Concentration: Accounting: 2 courses (6 credits) **Business Analytics:** 2 courses (6 credits)

Finance: 2 courses (6 credits) **Marketing:** 2 courses (6 credits)

Theme: Global Business: 3 courses (9 credits) **Entrepreneurship:** 2 courses (6 credits)
Sustainable Business: 2 courses (6 credits)

- I understand that the Capstone course must be completed at UVM and cannot be transferred in from another college or university.
- I acknowledge that the Professional Development Series courses cannot be transferred in or taken concurrently.
- I recognize that thirty of my last forty-five credits must be taken at UVM.
- I understand that it is my responsibility to obtain course syllabi and/or materials for review in accordance with what is outlined on Page 2 of the "Pre-Decision GSB Study Abroad Advising Form – Majors" document. Failure of following this outline may result in my inability to have a course reviewed for credit.
- If there are any changes in my course schedule while abroad, it is my responsibility to notify the appropriate Advisors in the Grossman School of Business.
- It is my responsibility to have courses pre-approved/reviewed PRIOR to taking the course. I understand that there is no guarantee that courses will apply toward my business degree without having the courses evaluated prior to taking them. I also acknowledge that course evaluation may take up to several weeks for review.
- Upon completing my semester abroad, I acknowledge that it is my responsibility to ensure that my transcript is sent to UVM so that I may receive credit. However, I recognize that credit is not guaranteed.

By signing my name below, I acknowledge that I met with an academic advisor to discuss how studying abroad may impact my academic progress toward graduation. I understand no one can promise that the courses I take abroad will fulfill specific degree requirements until after a transfer evaluation is completed upon my return from abroad. I understand it is to my benefit to know what requirements I have left to complete prior to deciding on a program and prior to going abroad.

Student Signature _____

Date _____

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- This student met with me to discuss the above factors, coursework to take abroad, and the syllabi review process.
- I have put notes regarding specific advice in the student's Navigate record summarizing our discussion and for reference by colleagues if questions arise regarding this student's study abroad interest and expectations.

Grossman School of Business Academic Advisor Signature _____

Date _____

A copy of this form will be retained in the students' file,

*A student can request to receive a copy of their completed form at any time.

9/28/2022

Syllabus Review Process:

As the student going abroad, it is your responsibility and the expectation of The Grossman School of Business that you will collect necessary information for course evaluation. Please note syllabus review process may take up to several weeks.

- Study abroad credit that transfers back at 3 US credit hours or higher can meet a requirement.
- Check the Transfer Guide (<https://www.uvm.edu/registrar/transfer-guide>) if the course has previously been evaluated. Courses “fall off” the Guide every 4 years and require re-evaluation at that time.
 - If the course is equal to a direct equivalent, ex. BSAD 153, then the course does not need to be evaluated
 - If the course listed is equivalent to BSAD 1XX, 2XX, etc. Then the course has been approved to meet an upper level elective. **For BSAD majors**, you will want to know if this BSAD 1XX/2XX, etc. is associated with your specific theme/concentration. You will not receive credit for coursework at the 1XX/2XX level unless it is associated with your declared theme/concentration. **For BSAD minors**, the BSAD 1XX/2XX, etc. can be applied to “complete 9 credits at the 100 or 200 level” and does not need to be associated with a specific theme/concentration.
- If the course is not listed on the Transfer Guide, then you must submit a syllabus for review. The syllabus will either be a word doc, pdf, or link. Confirm the syllabus has the following. Syllabi will not be reviewed unless the following are included:
 - Course Title and Course Number
 - Detailed course description
 - Faculty contact information (name and email address)
 - Required textbook(s) and materials
 - Detailed course schedule listing topics covered
 - Assessments, which include any tests, quizzes, essays, projects, (individual or group), mid-terms and/or finals
 - (Optional) Goals, objectives, learning outcomes

Questions about the course credit transfer process and syllabus review can be directed to GSBsyllabus@uvm.edu.