

"How to Course Approval Form"

Course Approval Form: This form allows students to receive LU transfer credit from Host Universities and Study Centers abroad.

Please complete the Course Approval Form correctly by following the instructions below.

- 1. Obtain course syllabi for each course that you are submitting for approval.
- 2. Sign completed form, scan and email to <u>luougtransferforms@liberty.edu</u> (MUST be Adobe PDF file)

Review & Approval Process:

- Once submitted, Registrar will review within 3-5 business days.
- Registrar will submit students Course Approval Form to LU Send for final review within 2-3 business days.
- LU Send will submit all Course Approval Forms to Registrar for processing and record keeping.

NOTE: The Review & Approval Process is dependent upon accurate completion of the Course Approval Form.

NOTE: Final approval of forms may be delayed if Course Approval is denied by Registrar.

Record Keeping:

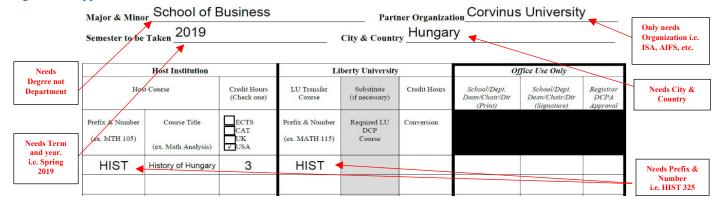
- Student MUST keep a copy of completed Course Approval Form.
- Course Approval Form is needed to complete LU Send Abroad application.
- Course Approval Form is needed to complete Consortium Agreement.

Examples

Correct Course Approval:	
Major & Minor BUSI Administration (major) & SPAN	(minor) Partner Organization AIFS
	City & Country Budapest, Hungary

	Host Institution		Li	berty University	7	Office Use Only			
Host Course		Credit Hours (Check one)	LU Transfer Course	Substitute (if necessary)	Credit Hours	School/Dept. Dean/Chair/Dir (Print)	School/Dept. Dean/Chair/Dir (Signature)	Registrar DCPA Approval	
Prefix & Number (ex. MTH 105)	Course Title (ex. Math Analysis)	ECTS CAT UK USA	Prefix & Number (ex. MATH 115)	Required LU DCP Course	Conversion				
HIST 355 History of Hungary		3	HIST 365						

Wrong Course Approval:





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Examples of 2-1:

		Host Institution		Lib	erty Universit	У	Offi	ce Use Only	
2 courses at Host University that	Host Course		Credit Hours (Check one)	LU Transfer Course	Substitute (if necessary)	Credit Hours	School/Dept. Dean/Chair/Dir (Print)	School/Dept. Dean/Chair/Dir (Signature)	Registrar DCPA Approval
are not the equivalent of 3 US credits.	Prefix & Number (ex. MTH 105)	Course Title (ex. Math Analysis)	ECTS CAT UK USA	Prefix & Number (ex. MATH 115)	Required LU DCP Course	Conversion			
2 courses = 1 LU course		International Security	1.5	GOVT 445			Combination - see email	-	MG
		Security Issues in International Law	2	GOVT 445			Combination - see email		MG

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Major & Minor BUSI Administration (major) & SPAN ((minor) Partner Organization AIFS
Semester to be Taken Spring 2019	City & Country Budapest, Hungary

At least		
course	Ш	
syllabi	l	
match	Ш	
between	Ш	
Host & LU.	Ш	
	П	

,		Host Institution		Li	berty University		Office Use Only			
	Host Course		Credit Hours (Check one)	LU Transfer Course	Substitute (if necessary)	Credit Hours	School/Dept. Dean/Chair/Dir (Print)	School/Dept. Dean/Chair/Dir (Signature)	Registrar DCPA Approval	
	Prefix & Number (ex. MTH 105)	Course Title	ECTS CAT UK	Prefix & Number (ex. MATH 115)	Required LU DCP Course	Conversion				
	(ca. Milli 100)	(ex. Math Analysis)	✓ USA	(CA. WITTI 113)	Course					
	BUSI 301	International Business	3	BUSI 301						

Substitute:

Major & Minor BUSI Administration (major) & SPA	N (minor) Partner Organization AIFS
Semester to be Taken Spring 2019	City & Country Budapest, Hungary

only available as an elective at LU.

Student can request course substitution for a required LU DCP

course.

Host Courses

	Host Institution		Li	berty University	ÿ.	Office Use Only			
Host Course		Credit Hours (Check one)	LU Transfer Course	Substitute (if necessary)	Credit Hours	School/Dept. Dean/Chair/Dir (Print)	School/Dept. Dean/Chair/Dir (Signature)	Registrar DCPA Approval	
Prefix & Number (ex. MTH 105)	Course Title (ex. Math Analysis)	ECTS CAT UK USA	Prefix & Number (ex. MATH 115)	Required LU DCP Course	Conversion				
BUSI 325	Business in Europe	3	BUSI Elective	BUSI 301			_		

Free Elective:

Major & Minor BUSI Administration (major) & SPAN (minor) Partner Organization AIFS

Semester to be Taken Spring 2019 City & Country Budapest, Hungary

Host Course only available as an elective at LU.
No substitution available on

	Host Institution		Li	berty University	8	Office Use Only			
Host Course		Credit Hours (Check one)	LU Transfer Course	Substitute (if necessary)	Credit Hours	School/Dept. Dean/Chair/Dir (Print)	School/Dept. Dean/Chair/Dir (Signature)	Registrar DCPA Approval	
Prefix & Number (ex. MTH 105)	Course Title (ex. Math Analysis)	ECTS CAT UK USA	Prefix & Number (ex. MATH 115)	Required LU DCP Course	Conversion				
HUNG 100	Hungarian for Beginners	3	Free Elective						



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Language Hours:

45 material	•	Major & Minor SPAN & DMCA - Strategic Communication Partner Organization ISA Semester to be Taken Fall 2020 City & Country Seville, Spain									
45 contact hours = 3 US credits	Hos	Host Institution	Lu Transfer	berty University	Credit Hours	Office Use Only School/Dept. School/Dept. Registrar					
contact hours = 6	Tost Course		Credit Hours (Check one)	Course	(if necessary)		Dean/Chair/Dir (Print)	Dean/Chair/Dir (Signature)	DCPA Approval		
US credits	Prefix & Number (ex. MTH 105)	Course Title (ex. Math Analysis)	ECTS CAT UK USA	Prefix & Number (ex. MATH 115)	Required LU DCP Course	Conversion					
	SPAN 375	Advanced Communication	90hrs	SPAN 401		6US					