

“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.

- Obtain course syllabi for each course that you are submitting for approval.
- Sign completed form, scan and email to luougtransferforms@liberty.edu (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
Semester to be Taken Spring 2019 City & Country Budapest, Hungary

Host Institution			Liberty 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 (ex. Math Analysis)	<input type="checkbox"/> ECTS <input type="checkbox"/> CAT <input type="checkbox"/> UK <input checked="" type="checkbox"/> USA	Prefix & Number (ex. MATH 115)	Required LU DCP Course	Conversion			
HIST 355	History of Hungary	3	HIST 365					

Wrong Course Approval:

Major & Minor School of Business Partner Organization Corvinus University
Semester to be Taken 2019 City & Country Hungary

Needs Degree not Department

Needs Term and year. i.e. Spring 2019

Host Institution			Liberty 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 (ex. Math Analysis)	<input type="checkbox"/> ECTS <input type="checkbox"/> CAT <input type="checkbox"/> UK <input checked="" type="checkbox"/> USA	Prefix & Number (ex. MATH 115)	Required LU DCP Course	Conversion			
HIST	History of Hungary	3	HIST					

Only needs Organization i.e. ISA, AIFS, etc.

Needs City & Country

Needs Prefix & Number i.e. HIST 325

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Examples of 2-1:

2 courses at Host University that are not the equivalent of 3 US credits.

2 courses = 1 LU course

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Prefix & Number (ex. MTH 105)	Course Title (ex. Math Analysis)	<input type="checkbox"/> ECTS <input type="checkbox"/> CAT <input type="checkbox"/> UK <input type="checkbox"/> USA	Prefix & Number (ex. MATH 115)	Required LU DCP Course	Conversion			
	International Security	1.5	GOVT 445			Combination - see email		MG
	Security Issues in International Law	2	GOVT 445			Combination - see email		MG

Direct Transfer:

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

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

At least 60% of course syllabi match between Host & LU.

Host Institution			Liberty University			Office Use Only		
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Prefix & Number (ex. MTH 105)	Course Title (ex. Math Analysis)	<input type="checkbox"/> ECTS <input type="checkbox"/> CAT <input type="checkbox"/> UK <input checked="" type="checkbox"/> USA	Prefix & Number (ex. MATH 115)	Required LU DCP Course	Conversion			
BUSI 301	International Business	3	BUSI 301					

Substitute:

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

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

Host Courses only available as an elective at LU.

Student can request course substitution for a required LU DCP course.

Host Institution			Liberty 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 (ex. Math Analysis)	<input type="checkbox"/> ECTS <input type="checkbox"/> CAT <input type="checkbox"/> UK <input checked="" type="checkbox"/> 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 DCP.

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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)	<input type="checkbox"/> ECTS <input type="checkbox"/> CAT <input type="checkbox"/> UK <input checked="" type="checkbox"/> 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:

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

i.e. 90
contact
hours = 6
US credits

Host Institution			Liberty 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 (ex. Math Analysis)	<input type="checkbox"/> ECTS <input type="checkbox"/> CAT <input type="checkbox"/> UK <input type="checkbox"/> USA	Prefix & Number (ex. MATH 115)	Required LU DCP Course	Conversion			
SPAN 375	Advanced Communication	90hrs	SPAN 401		6US			