



**PRELIMINARY DEPARTMENT REVIEW  
OF STUDY ABROAD TRANSFER COURSE\***

**STEP 1: STUDENT/COURSE INFORMATION**

Student's Name \_\_\_\_\_  
Last First

ID # \_\_\_\_\_

Curriculum/Major \_\_\_\_\_

Option \_\_\_\_\_ Catalog \_\_\_\_\_

International Institution \_\_\_\_\_

Country \_\_\_\_\_

Study Abroad Term \_\_\_\_\_

\*\*\*\*\*

**COURSE NUMBER & TITLE** \_\_\_\_\_

\_\_\_\_\_

Number of Credits \_\_\_\_\_

\*\*\*\*\*

Adviser's Comments:

Adviser's Signature \_\_\_\_\_

Date \_\_\_\_\_

**STEP 2: DEPARTMENT EVALUATION**

Evaluator's Name \_\_\_\_\_

Office Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

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Choose one:

\_\_\_\_\_ Approved: No further review required

\_\_\_\_\_ Requires review after study abroad is completed

\_\_\_\_\_ Not Approved for Substitution

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**TRANSFER COURSE SUBSTITUTES**

**FOR** \_\_\_\_\_

ISU Course

Number of Credits \_\_\_\_\_

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Evaluator's Comments:

Evaluator's Signature \_\_\_\_\_

Date \_\_\_\_\_

**STEP 3: After the preliminary evaluation, the student returns this form to the academic adviser.**

**STEP 4: Adviser attaches review to the electronic degree audit exception form.**

ISU Course # (from Perm. Record) \_\_\_\_\_

Requirement \_\_\_\_\_ Sub-Requirement \_\_\_\_\_

Adviser's/DARS contact person

Signature \_\_\_\_\_

Previous Catalogs Approved for \_\_\_\_\_

Date \_\_\_\_\_

*\*For use only within the College of Engineering*

*www.engineering.iastate.edu/studyabroad/faculty-advisors/academic-advising-resources/*

10/21/2014