ART Course Approval Request Form | Study Abroad
UTA Department of Art + Art History

ALL SUBMISSIONS MUST BE MADE ELECTRONICALLY.   DO NOT DROP OFF HARD COPIES IN THE ART OFFICE.

*Please be aware of all Study Abroad Office deadlines. The ART Department requires a <u>MINIMUM</u> of 1-2 weeks turnaround to approve course equivalencies, but in peak times, may take longer than the 1-2 weeks.

PLEASE FOLLOW EACH STEP BELOW *for the Study Abroad ART Course Approval Process*

1) COMPLETE the form below in its entirety. Also **attach** the   Study Abroad Course Equivalency Form,   pre-filled out with all information needed.

2) EMAIL   BOTH documents (1. the form below, filled out electronically, and 2. the Study Abroad Form) to: art-arthistory@uta.edu

3) CONFIRMATION   You will receive email confirmation from the advisor that your form has been received, is filled out properly and has been forwarded on for approval by area faculty.

4) RESULTS - You will receive a 2nd email stating whether the courses you requested were approved or not. If approved, please pick up your signed forms from the Art Office (FA 335) during business hours within 2 weeks (otherwise documentation will be discarded and resubmission will be necessary.)

Student Name	ID Number	Art Major: YES/NO	Study Abroad - School Name	City, Country	Course Title	Course Subject + Number	Credit Hours	Course Description + Links	Syallbus* Attached: YES/NO

To add information into the form above, simply click on that block and type the information OR double-click in the block and type/paste your information, descriptions or links.