

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 MINIMUM 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	Syllabus* 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.