The University of San Diego does NOT have an affiliation agreement with the program specified below. **This program has NOT been reviewed or approved by the International Studies Abroad Committee or the Provost at USD.**

*PLEASE NOTE that the completion of this form does not guarantee approval or program enrollment. The International Center strongly recommends that students consider participating in an approved and affiliated international program.

**Instructions**

Step 1: Student completes PART A and submits with course syllabus to Department Chair for evaluation

Step 2: Upon receipt of Department Chair approval (PART B), student obtains signatures in PART C

Step 3: After obtaining signatures, student is responsible for submitting a photocopy of this form to the International Center in Serra 201 AND for submitting original to Registrar (Founders 117); students should keep a photocopy for their records

**PART A - To be completed by STUDENT**

1. Student Name: ___________________________________________  
   Student ID#: ___________________________________________  
   Student Email: ___________________________________________

2. Program & Country: __________________________________________

3. Affiliate Course Number and Title: ____________________________

4. Affiliate Course Level:  
   Upper Division ________  
   Lower Division ________  
   Units: __________

5. Course Description: please see attached description and any other additional documentation (STUDENT to attach course syllabus)

**PART B - To be completed by Department Chair/Program Director**

Please answer the following transfer evaluation questions for this course and sign the form:

1. **Is this course very similar to a course offered at USD?**
   
   NO_______ (if “no”, go to question 2)
   
   YES _______ (if “yes”, complete question 1a. and question 1b.)

   1a. If YES, what is the USD Course Number? _____________________

   1b. If the equivalent USD course carries any of the following core flags, please indicate which of those same flags the course abroad would also be eligible to receive:

   - Oral Communication (CRL)
   - Advanced Writing (CADW)
   - Quantitative Reasoning (CQR)
   - Diversity, Inclusion, Social Justice
   - FDD1
   - FDD2
   - FDG1
   - FDG2

2. **Since this course is not very similar to a course offered at USD, could this course be a Special Topics Course in your area?**
   
   YES _______ (if “yes”, complete questions 2a. and 2b.) -or- NO ________

   2a. If YES, what is the special topics course number in your area? _____________________

   2b. If YES, please specify any pre-requisites for this special topics course if relevant: _____________________

   Department: _____________________  
   Extension: __________  
   Department Chair signature: ___________________________  
   Date: ___/___/___

**PART C - Required Signatures (student responsibility to obtain required signatures below)**

**Academic Approval**

Academic Advisor Name ___________________________________  
Signature ___________________________________  
Date ______________

**Dean’s Office Approval (ONE signature from EITHER Arts & Sciences or School of Business – based on course above)**

Student is in good academic standing:  
☐ yes  ☐ no  
Current G.P.A. __________

Comments: ________________________________  
Date: ______________

Dr. Neena Din, Associate Dean (A&S): ________________________________  
Date: ______________

Brooke Harrington, Undergraduate Advising (SBA): ________________________________  
Date: ______________