Aloha Study Abroad Department Liaison,

The student submitting this Study Abroad Course Approval Request Form (CARF) is applying to study abroad for a semester or year in another country and hoping to receive credit towards her/his major or minor for the courses listed on their CARF.

Please evaluate each proposed course and mark your approval or suggestion.

 If you feel the course description provided by the student does not offer sufficient information to evaluate whether or not the course would be a suitable substitution for the HPU requirement that has been specified, you can request the student to provide more information such as a syllabus.

If you feel the course the student is proposing is not a suitable substitution please offer a recommendation based on the list of remaining HPU requirements the student has, which is listed on the last page of the CARF.

Please don't hesitate to contact the student or myself if you have any questions.

Sincere mahalo for your time and support for HPU students studying abroad,

Melissa E.K. Matsubara, M.A.
Director, Study Abroad & International Exchange Programs
Hawai'i Pacific University
Tel: 1-808-544-0288
mmatsubara@hpu.edu

Study Abroad Course Approval Request Form

Name: _____   Date:

HPU ID: @_____   Undergraduate ☐   Graduate ☐

Major: _____   Minor: _____

Host University/Program: _____

HPU Department Liaison: _____

Study Abroad Term(s):

We recommend that you list alternate courses for approval in case the courses you wish to take abroad are not available. Please note that you are only allowed to take up to 15 credits per semester. Any extra credits are subject to approval and will incur additional costs.

HPU Course/Requirement: _____

Host University Course: _____

Description:

Approved?   ☐ Yes   ☐ No   Initial: _____

If no, suggestion: _____

HPU Course/Requirement: _____

Host University Course: _____

Description:

☐ Yes   ☐ No   Initial: _____

If no, suggestion: _____

HPU Course/Requirement: _____

Host University Course: _____

Description:

Approved? ☐ Yes   ☐ No   Initial: _____

If no, suggestion: _____

HPU Course/Requirement: _____

Host University Course: _____

Description:

Approved? ☐ Yes   ☐ No   Initial: _____

If no, suggestion: _____

HPU Course/Requirement: _____

Host University Course: _____

Description:

Approved? ☐ Yes   ☐ No   Initial: _____

If no, suggestion: _____

HPU Course/Requirement: _____

Host University Course: _____

Description:

Approved? ☐ Yes   ☐ No   Initial: _____

If no, suggestion: _____

HPU Course/Requirement: _____

Host University Course: _____

Description:

Approved? ☐ Yes   ☐ No   Initial: _____

If no, suggestion: _____

Remaining HPU Requirements

Please provide the list of remaining requirements you have to fulfill your degree.

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