



Credit Substitution *Guidelines & Policies*

The Department of Anthropology will consider offering credit for courses taken at other institutions or on Study Abroad programs on a case by case basis. In order for credit to be considered the following guidelines must be met:

- A student must submit a credit substitution request form to the Undergraduate Advisor of the Department of Anthropology prior to registering for the courses under consideration or departing on a study abroad trip.
- If the course is part of a UNT Study Abroad program then the credit substitution form must be accompanied by a current course description. However, if the proposed course is part of another institution's curriculum, then the student must attach both a course description and most current course syllabus (not more than one year old).

The Department of Anthropology takes into account the following criteria when determining the eligibility of courses for credit substitution:

- That the proposed course be comparable to current course offerings at the Department of Anthropology at UNT.
- That the proposed course be offered through the Department of Anthropology of the host institution.
- That there is concrete evidence for how the course follows an anthropological approach, beyond being "cultural" in terms of topic or subject matter.

The above criteria is a guideline for how the Department of Anthropology measures credit eligibility. Decisions are made on a case by case basis; therefore, a proposed course need not necessarily fulfill every stipulation in order to be extended substitution credit. On the other hand, meeting the above standards is also not a guarantee that course credit will be granted. After submitting a credit substitution request form, the student will be notified within 2 weeks via email as to whether the proposed course(s) were extended credit eligibility.

Please submit requests or questions to the Undergraduate Advisor of the Department of Anthropology:

Professor M. Nelson
melissa.nelson@unt.edu
940-369-8449



Credit Substitution Request Form

Please complete all sections of this form. Incomplete, or incorrectly filled-out, request forms will not be considered for credit substitution. Any form submitted without supplemental course descriptions and/or required syllabi will also not be considered. You should expect an email response within 2 weeks of the date received, stipulating whether or not credit eligibility has been extended. Please remember that all credit substitutions extended to proposed courses are contingent upon the student having officially completed the course with at least a 2.0 grade point average in said course. Any interruption of the course, such as an INC or W, will void eligibility. For students entering their final semester at UNT, please take into consideration that last semester credit substitutions may delay your graduation date.

Name			
UNT Email Address	Student ID#	Year	Anthropology Major?

Request 1

Course Number & Title	Proposed Semester
Host Institution	Credit Hours

Study Abroad

Please present details and evidence for HOW this course follows an anthropological approach (readings, instructor, etc.) beyond subject matter.

Other University

Please state the reason(s) for why you must take this course at another institution and not at UNT.

*A course description must be attached to this form for each credit substitution requested. If the course is being offered by an institution other than UNT then a current syllabus, not over 1 year old, must also be attached. Forms submitted without proper documentation will not be considered for course credit.

Request 2

Course Number & Title	Proposed Semester
Host Institution	Credit Hours
Study Abroad	
Please present details and evidence for HOW this course follows an anthropological approach (readings, instructor, etc.) beyond subject matter.	
Other University	
Please state the reason(s) for why you must take this course at another institution and not at UNT.	

*A course description must be attached to this form for each credit substitution requested. If the course is being offered by an institution other than UNT then a current syllabus, not over 1 year old, must also be attached. Forms submitted without proper documentation will not be considered for course credit.

****For Official Use Only****

Date Submitted	Date Resolved

Request 1

Title	Resolution
	Approved
	Denied:

Request 2

Title	Resolution
	Approved
	Denied:

Undergraduate Advisor's Signature

Date