

Instructions for Students

- Go to: http://forms.uconn.edu/apps/course_accreditation_form
- Log in with your NetID and Password
- You will be brought to a blank form to fill out. You must fill out one form for each course that needs accreditation, you do not need to go through this process! If it has not, proceed with the instructions!
- Required items are marked *
- For Foreign University/Institution make sure you choose the right one. Third party providers are listed, and if you choose one (such as CIEE) you then must fill out the exact program location and program name you are going on under that section.
 - **If you are petitioning for a new program**, choose that option and then indicate the program name and location. Also, if you are petitioning, make sure to indicate in the comments section at the bottom that you need the course accredited quickly, since Education Abroad cannot approve your petition until you get all courses accredited.
- You can upload a syllabus or attach a URL link for one, depending on how you have that information. This is a required field.
- Additional URL links are optional, but if you have links to course catalogs or other information (such as internships, projects etc.) you should include them.
- Choose the department the course should be sent to.
 - **Note:** Do not submit course requests to **UNIV/INTD** unless you have had 2 or more departments tell you they will not accredit the course.
- Once everything is completed, click submit
- You will get a confirmation that it has been submitted, as well as an email letting you know it went through
- You then are brought to a summary page where you can see all your course accreditation requests and their status.
 - You can sort your summary page by clicking on the titles in blue (by status, for example), to organize the list.
 - At the bottom there is a link to 'create new course accreditation request' if you need to submit another course.
 - On the summary page, you can click on an item that has been approved, denied, or returned if you wish to see the original form (you will get an error if you try to see a form that is only submitted). When you click on it, a link opens at the top of the page that says 'click to view request xxx' with the ID number of the request. Click that link to open the original form.
- When a decision has been made on your request, you will also get an email detailing what happened. Here are the possible options:
 - 'Under Review' means the request has been seen and is in the process of being reviewed by faculty
 - 'Approved' means the course was approved and you will see what UConn course title and number the course has been approved as. No more action needed.
 - 'Returned' the form is being sent back to you for more information. Follow instructions in the comments to provide the necessary information. If it should be sent to a different department, you need to change the department the form is being routed to. If you need assistance, contact the Education Abroad Office.

- 'Denied' the request is denied. The faculty will provide feedback to you on why the request was not able to be approved. If you need help or advice, contact the Education Abroad Office.
- **NOTE:** If you want to just see a summary of all forms you have submitted, you can go to http://forms.uconn.edu/apps/course_accreditation_summary
- Any questions or issues with the system should be directed to our course accreditation team: courseaccreditation@uconn.edu