



Study Abroad Course Pre-Approval Form

(A separate form for each semester or summer session abroad is required)

When you are studying abroad for credit, you must have your foreign courses approved by the relevant A-State department chair. This form provides you with the course equivalency/substitute that may be available for courses completed abroad. You must study abroad through an A-State approved program to transfer credit.

Student Name: _____ Student ID: _____ Term/Year of Study Abroad _____

Major: _____ Minor: _____ Study Abroad Institution: _____

Student			A-State Department Chair						
Host Course Prefix	Host Course Title Abroad	Host Credit Hours abroad	A-State Credit Hours	A-State Course Equivalence (E) or Substitute (S)		A-State Chair Name	Chair Signature	Date of Approval	
Example: ECON 203	Example: Theory of Microeconomic	Example: 6 ECTS	3	Example 1: ECON 3313 Microeconomic Analysis	E		Please Print Name	Print	0/0/00
Example: 101210304	Example: Análisis Lingüístico de Inglés (Linguistic Analysis in English)	Example: 6 ECTS	3	Example 2: SPAN 2023 Spanish Intermediate II		S	Please Print Name	Print	0/0/00

Academic Advisor Name: _____ Signature: _____ Date: _____

By signing, you certify that that you have met with the student and reviewed how the course listed on this form may or may not fulfil his his/her degree requirement.

Student Signature Prior to Departure: _____ Date: _____

I acknowledge this is not an absolute guarantee of credit as credit inequalities and/or course grades will be reviewed when official transcripts arrive. If changes occur in my course schedule, it is my responsibility to seek additional approvals and provide the necessary course descriptions.

Pre-departure Acknowledgement of Submission: _____ Signature: _____ Date: _____

Study Abroad Office has received course approval form prior to student departing for program abroad.

Study Abroad Advisor Name: _____ Signature: _____ Date: _____

I verify that an official transcript was received from the host institution confirming completion of above-listed courses. Official transcript has been reviewed and sent over to the Registrar's Office.

GETTING APPROVAL FOR COURSE WORK COMPLETED DURING STUDY ABROAD

TO THE STUDENT

Step 1. Consult with your academic advisor as soon as you start planning your study abroad to discuss your degree requirements and your study abroad course plan. Your advisor will help you identify A-State courses you could take abroad in order to stay in progress towards graduation. Your advisor's signature is required before seeking departmental approval.

Step 2. List the courses you plan to take at your host institution or program.

- Include the number of hours or local credit amounts listed in the course description.
- For semester or year undergraduate participants, the total number of courses listed must be at **least 12** or more semester hours at A-State for undergraduate students and **9** or more semester hours for graduate students. We advise that you have more classes than you need pre-approved as a backup just in case course offerings change when you arrive at your host institution.

Step 3. Take your course approval form along with course syllabi/descriptions to the appropriate department chairs to approve A-State course equivalency or substitutes, and assign a course number and title.

Step 4. Once you have received all necessary course approvals, submit the approval form to the Study Abroad Office with your application. All completed course approval forms must be submitted before going abroad. Failure to do so could delay the posting of courses after your study abroad program and could also result in delays in graduation, registration for future terms, and release of financial aid and/or scholarships.

TO DEPARTMENT CHAIRS

Thank you for your support of study abroad. You play an essential role in the process of transferring credit from the study abroad experience. Students are responsible for providing syllabi/course descriptions to you for your review and if needed, supplying further documentation of course work completed overseas (syllabi, notes, texts, etc.).

- If there is not a specific A-State course equivalent/substitute, you may list the course as an elective
- Departments may only approve equivalents/substitutes held within their department. Once this form has been completed, please return it to the student as he/she may need to secure course approval from other departments as well.
- When approving a foreign course, please indicate if the course is approved as **"E" for Equivalent or "S" for Substitute** of the A-State course.

"E": Equivalent approval will be entered into a database which will allow other study abroad students to receive credit for the same course taken at the same international institution in the future without required departmental signature.

'S": Substitute approval is granted to one specific student and cannot be used for future students.

Please be aware that credit conversions are specific to that institution.

CREDIT EQUIVALENCY EXAMPLES

If an international course carries less credit hours than the A-State course (after conversion), it will transfer as one A-State course and utilized to satisfy the applicable degree requirement.

- Course Abroad: American & British Culture 3 ECTS (1.5 A-State credits) = A-State Equivalent/Substitute: HIS XXXX (1.5 credit)

If an international course carries more credit hours than the A-State course (after conversion), the department can agree to award major elective credit.

- Course Abroad: Introduction to Economics (4 credits) = A-State Equivalent/Substitute: ECON XXXX (3 credits + 1 ECON Elective Credit).

If it isn't possible to award major elective credit then the Registrar's Office can post the extra credit(s) as Electives:

- Course Abroad: Globalization in the Modern World 15 CATS (4 U.S credits) = A-State Equivalent/Substitute ECON XXXX (3 credits) + 1 ELEC: Elective Credit

Academic departments Chairs have the authority to make decisions on course equivalencies and substitutes, not the Study Abroad Office.

Created in part from materials adapted from Appalachian State University