



STUDY ABROAD COURSE PRE-APPROVAL PACKET

(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 your advisor to ensure it fits within your degree plan and the relevant A-State Department Chair to ensure equivalency or substitution to A-State courses. 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

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: _____

The Study Abroad Office has received the 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 the above-listed courses. Official transcript has been reviewed and sent 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 syllabus(i)/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 syllabus(i)/course descriptions to you for your review and if needed, supplying further documentation of course work completed overseas (syllabus(i), 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. The below are purely examples and do not represent actual course equivalencies.

- Course Abroad: American & British Culture 3 ECTS (1.5 A-State credits) = A-State Equivalent/Substitute: HIST 1013 (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 2113 (3 credits + 1 ECON Elective

Credit If it is not 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 2113 (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

Study Abroad Credit Transfer Checklist

Please read each requirement on this sheet and check mark each one. Sign and date at the bottom of the form.

- _____ I understand the difference of credit hours outside of the U.S., such as ECTS hours versus A-State credit hours and verify the correct quantity of hours listed is what is appropriate for me to maintain full-time status.
- _____ I understand that the host enrollment verification form must have the same amount of credit hours and the same courses as I have listed on the front of this form.
- _____ I understand that if my courses must change while I am abroad, I must notify the Study Abroad Office before I make the changes.
- _____ I understand that if these changes are about dropping courses, and I drop without permission, that I could fall below full-time hours, and thus, could lose any scholarships or financial aid and could also still be responsible for paying the tuition associated with the dropped course. If I do make any changes to the schedule, I acknowledge that I could also be responsible to repay Arkansas State University part or all of the financial aid and scholarships disbursed to me based on this schedule.
- _____ I understand that if I end up taking more credit hours abroad than what I originally was approved for, I will be responsible for paying extra tuition and fees for those courses.
- _____ I understand that I must have my official college transcript turned in upon completion of the Study Abroad program, and that I may be asked to submit an evaluation from a NACES accredited evaluation company, such as WES or ECE. I understand that if this is asked of me, I am solely responsible for any fees incurred for such a process.
- _____ I understand that no grades will be awarded for my courses abroad, but I will be awarded credit/no credit.

Student Signature

Date