|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Last Name: |       | First Name: |  | URID: |  |
| Home School: [ ]  Arts & Sciences [ ]  Business [ ]  Leadership [ ]  Law  |  |
|  |  |
| Major(s): |       | Minor(s): |       |
| Concentration(s): |       | Expected Graduation Date: |   |
| UR Terms Abroad: Fall 20 Spring 20 Summer 20 | Type of Course Approval: | [ ]  Pre-approval [ ]  While abroad approval[ ]  Post-approval |
| Institution Abroad: |       | Country: |       |
| If this is a Non-UR Summer program, have you registered it on GatewayAbroad? [ ]  Yes [ ]  NoIF NOT, register at <https://studyabroad.richmond.edu?go=NonURSummerStudyAbroad> |
| **course approvals apply only to the student named on this form and only for the specified program** |

***REFER TO INSTRUCTIONS AND NOTES ON PAGE 2 OF THIS DOCUMENT.***

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| **Course Information section to be completed by the student.** |
| **Course Information*****Enter subject, number and title below as listed in the abroad school’s catalog*** *and separately include a course description provided by the abroad school. \*Do not write full course descriptions below! If you need approval for more than 6 courses, simply complete another form.* | **STUDENTS: Do NOT complete this section*****This section is completed by Fae Bell*** |
| EquivalentUR Subject | Equivalent UR Course # | ManagementTrack Code /Int’l focusedbusiness/econ elective | Required Signature of Fae Bell, Director of Business Study Abroad Progams |
| 1.       |  |  |  |  |
| 2.       |  |  |  |  |
| 3.       |  |  |  |  |
| 4.       |  |  |  |  |
| 5.       |  |  |  |  |
| 6.       |  |  |  |  |

**No more than two elective courses in ACCT, ECON, IBUS, INFO, MGMT, MKT and only 1 elective course in FIN. No more than two Robins School core course equivalents may be transferred from abroad. See pg. 2 for RSB core courses. Questions: Contact** **fbell@richmond.edu****.**

|  |  |  |
| --- | --- | --- |
| ⌦\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student Signature I have read and understand all information on: 🞏 Page 1 and 🞏 Page 2Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |   | ⌦\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Fae Bell**, Director of Business Study Abroad Programs  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

**INSTRUCTIONS FOR BUSINESS AND ECONOMICS COURSE APPROVALS**

***It is strongly recommended that students obtain course approvals prior to course registration abroad. Note that if you completed a course abroad which you did not have approved there is no guarantee the course will transfer as you wish.***

***Instructions for Course Approvals***

Complete all information in the top section of the form and list abroad course subjects, numbers, and titles as they appear in the catalog or course description of the institution abroad. Transferability of courses will be determined by the Director of Business Study Abroad Programs.

**The Equivalent UR Course section (shaded section) of this form is to be completed by the Director of Business Study Abroad Programs.**

A 900 number scheme is used when a course at a partner school is in an academic field offered at Richmond, but does not equate to a specific Richmond course. A course numbered 902, 903, or 904 will transfer respectively as a 200, 300, or 400 level elective in the field designated by the prefix. For example ECON 902 is a 200 level economics elective, while MKT 903 is a 300 level marketing elective, and MGMT 904 is a 400 level management elective. Such courses count as major or concentration courses in the field. Courses coded as 999 will not count for a concentration, only as a general elective credit. Only courses coded with an RSB core course prefix and number will fulfill a core course requirement.

Sign and date the bottom of page 1 of this form. Submit the form and course descriptions to Fae Bell at fbell@richmond.edu in the Robins School of Business. Your email subject line should be: “Study Abroad - Your Name - Abroad School - Semester Abroad” *(e.g., Study Abroad - Luke Combs - Bocconi - Fall 2023)*. The student will receive a copy of the completed approval form. The original is sent to the Office of the Registrar.

The following limits apply to RSB students.

* **No more than two** of the following RSB core courses:

**BUAD 393** Business Law (must be U.S. based law course)
**BUAD 394** Business Ethics
**FIN 360** Principles of Financial Management (not allowed for finance concentrators)
**MGMT 225** IT and Data Analytics
**MGMT 330** Organizational Behavior
**MGMT 340** Operations Management
**MKT 320** Principles of Marketing

* Transfer credit will **not** be granted for the following courses:

**ACCT 301 and 302** Intermediate Financial Accounting I and II
**BUAD 497** Strategic Management
**ECON 271 and 272** Micro and Macro Theory
**FIN 361, 366, 461** Corporate Finance, Investments, Cases and Financial Modeling
**FIN 466 and 467** Fixed Income and Derivative Securities, Applied Portfolio Management
**IBUS 411** International Business Strategy
**MGMT 352 and 450** New Venture Creation, Consulting Process and Practicum

* **No more than two elective courses** in ACCT, ECON, IBUS, INFO, MGMT, MKT
* Only one FIN elective may be taken abroad.
* FIN 360 must be taken prior to going abroad in order to take a finance elective abroad.
* MKT 320 must be taken prior to going abroad in order to take any marketing electives abroad.
* ECON 271 must be taken prior to going abroad in order to take 300 or 400 level economics courses.
* Accounting **MAJORS** may receive transfer credit for ACCT 305 Managerial and Cost Accounting. They cannot receive transfer credit for any other 300 or 400 level accounting courses required for the Accounting Major.
* Transfer credit will not be granted for on-line or hybrid courses taken abroad.

Note that by virtue of studying abroad for a full semester you will satisfy the reqirement to take an international focused business or economics elective.

Students are encouraged to secure approval for courses prior to departing Richmond. However, it is not uncommon for course offerings to change after arrival at the host school. In such cases, it is the student’s responsibility to contact Fae Bell prior to registering to ensure that classes not previously approved will be accepted for transfer credit upon return to Richmond.

**NOTE: *Prior approval of a course for transfer credit does not mean that a student has the necessary background and prerequisites for the course. It is the student’s responsibility to ensure that the prerequisites of the study abroad host institution are met. The student should consult with the assigned advisor at the host school.***