

VERY IMPORTANT

Information about the Study Abroad Course Approval Form

The form below is for non-RSB courses ONLY. For all business and economics courses, please use the *RSB Study Abroad Course Approval Form*.

FULL INSTRUCTIONS and POLICIES for this form are available on page 3 below. PLEASE READ THIS INFORMATION CAREFULLY!

You are strongly encouraged to obtain pre-approvals for study abroad courses whenever possible, as post-approvals are not guaranteed.

If you are currently on campus, DO NOT email the Course Approval Form as an attachment to the department chair(s).

Instead you should:

- 1) Using Microsoft WORD, **type in** the grey sections of the Course Abroad Approval Form (page 2)
- 2) **PRINT** pages 2-3 below and **SIGN** the bottom of the form in pen.
- 3) **TAKE** the form to the appropriate department(s) and to your primary advisor for approval signatures.

NOTE: You are encouraged to include as many non-RSB courses on each form as possible, even if they need approval from different non-RSB departments.

- 4) **BRING** the completed form with faculty signatures to the Office of the University Registrar.

If you are seeking approval from abroad, PLEASE NOTE:

- Complete step #1 above and email your Course Approval Form to the relevant department chair(s), along with a course description and/or syllabus, **once your course schedule abroad is finalized**.
- You **MUST** email your Course Approval Form to the relevant department chair(s) from your **richmond.edu** email account in order for your form to be valid. Attach or include the course description and syllabus, when available along your request.
- Faculty have the option of completing the form when it is submitted for approval, or informing you that no courses will be approved until you have returned from abroad.
- If the faculty member agrees to approve your courses from abroad, s/he will complete the faculty section and then forward the signed form to the Office of the University Registrar

Study Abroad Course Approval Form

**Return to the Office of the University Registrar
once all sections are completed and all signatures are obtained**

Last Name:		First Name:		ID:
Home School: <input type="checkbox"/> Arts & Sciences <input type="checkbox"/> Leadership <input type="checkbox"/> Business			<i>*Business & economics courses must be approved on separate RSB course approval form</i>	
Major(s):		Minor(s):		
Major Advisor(s):		Expected Graduation Date: _____ (yr)		
UR Term(s) Abroad: Fall 20 Spring 20 Summer 20		Type of Course Approval: <input type="checkbox"/> Pre-Approval <input type="checkbox"/> Post-Approval <input type="checkbox"/> Approval from Abroad		
Institution Abroad:		Country:		
UR Program? <input type="checkbox"/> Yes-continue to the section below. <input type="checkbox"/> No-continue to the section to the right.		Semester/year program: Has program been pre-approved by IE Committee? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>IF YES ABOVE, then OIE staff signature required: _____</i> Summer prgm: Have you registered your Non-UR Summer program online? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>IF NO ABOVE, register at http://studyabroad.richmond.edu/?go=NonURSummerStudyAbroad</i>		
*Approvals below do not apply to other students or programs.				

REFER TO INSTRUCTIONS AND NOTES ON PAGE 2 THIS DOCUMENT.

To be completed by the student.	Blue sections to be completed by appropriate department(s), NOT by student. A UR Equivalent Subject and Course # MUST be assigned in order for credit to be awarded.				
Course Information <i>(subject, number and title as listed in catalog from institution abroad or on transcript. If approval is needed for more than 5 courses, please complete another form.)</i>	Equivalent UR Subject	Equivalent UR Course # <small>(Use 901, 902, 903, 904, or 999 for electives.)</small>	Approval for Major/Minor? <small>(If yes, indicate requirement.)</small>	Approval for Field-of-Study? <small>(If yes, indicate requirement.)</small>	Required Signature of Dean, Director, or Department Chair <small>*Evaluating Instructor's signature also required for Field-of-Study and Interdisciplinary approval.</small>
1.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Department Chair/Dean
Major/minor requirement to be satisfied:			1. FS	Evaluating Instructor's Name	<input checked="" type="checkbox"/> Evaluating Instructor
2.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Department Chair/Dean
Major/minor requirement to be satisfied:			2. FS	Evaluating Instructor's Name	<input checked="" type="checkbox"/> Evaluating Instructor
3.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Department Chair/Dean
Major/minor requirement to be satisfied:			3. FS	Evaluating Instructor's Name	<input checked="" type="checkbox"/> Evaluating Instructor
4.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Department Chair/Dean
Major/minor requirement to be satisfied:			4. FS	Evaluating Instructor's Name	<input checked="" type="checkbox"/> Evaluating Instructor
5.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Department Chair/Dean
Major/minor requirement to be satisfied:			5. FS	Evaluating Instructor's Name	<input checked="" type="checkbox"/> Evaluating Instructor

Student Signature-I have read and understand all information on both sides of this form.

Primary Major Advisor

Date: _____

Date: _____

Notes

- Transfer credit for semester non-UR programs is awarded only for students whose petitions have been pre-approved by the International Education subcommittee.
- For a course to satisfy more than one requirement, both departments must approve it. Indicate subject area to appear on transcript on the first approval line, as only one equivalent course may appear on the transcript. Any approvals for additional majors/minors, including interdisciplinary programs can be indicated on the second line.
- In order to receive credit for languages taught at the University of Richmond, the course must be approved by the Academic Study Abroad Advisor in the Department of Languages, Literatures and Cultures or Latin American, Latino and Iberian Studies. Unless approved, general elective credit (TRNS) credit will NOT be awarded for languages taught at Richmond that the student has already received credit for.
- For unit and grade equivalencies, consult specific program information online at studyabroad.richmond.edu.
- No more than 5.5 Richmond transfer units will be awarded per semester unless authorized by the Dean of International Education.
- In approved programs, general elective credit (TRNS) towards graduation (**in academic fields taught at University of Richmond**) does not require individual course approval as long as the course is not similar to one previously completed.

Instructions for Students

1. With the exception of the OIE staff signature required for non-UR abroad programs, students should complete **all** information in the top section of this form and should also list the abroad course numbers/titles in the lower left column as they appear in the catalog or web page of the institution abroad. Students should sign the bottom left of the form as indicated.
2. Submit the Course Approval form with the course description/syllabus to relevant faculty member:

Note: All business and economics courses must be submitted for approval on the Robins School of Business Study Abroad Course Approval Form

Instructions for Faculty, Advisors, Chairs, Directors

1. Appropriate University of Richmond subject code **MUST** be listed in the **Equivalent UR Subject** section. For example, an approved English course should be listed as ENGL. **Faculty may only authorize a subject code in their own department** (i.e. any course with an ENGL subject code must be signed by the chair of the English department even if that course is being used for the student's major in another department). Matching course number(s) offered at the University of Richmond, including special topics, internships, etc. should be listed in **Equivalent UR Course #** section. Courses abroad may also be approved as an elective for the major/minor and should use numbers 901 (100-level), 902 (200-level), 903 (300-level), and 904 (400-level) to indicate course level. The number 999 may be used for courses not approved for the major/minor.
2. Credit for major or minor courses and the applicable requirement must be indicated in the **Approval for Major/Minor** section. Courses will not be applied towards major/minor requirements without this indication. The specific requirement being met (e.g. ISME Area A) should also be noted. See example below.
3. Complete the **Approval for Field-of-Study** section, when applicable. **The evaluating instructor** should complete the **Yes or** **No box with the applicable requirement listed, and sign as indicated.** See example below.
4. For students **seeking course approval from abroad**, faculty have the option of completing the form when it is submitted by the student for approval, or informing the student that no courses will be approved until the student has returned from abroad. Please note that **requests submitted from non-Richmond.edu email addresses are not valid.**
5. Only courses with the **signature of the Dean, Director, or Department Chair** will be considered approved for major and minor requirements.

Special Notes for Students and Faculty, Advisors, Chairs, Directors

The Registrar will email a scanned copy of the completed/signed form to the student and his/her advisor for their records.

Sample:

Course Information (subject, number and title as it will appear on transcript from institution abroad.)	Equivalent UR Subject	Equivalent UR Course # (Use 999 for electives.)	Approval for Major/Minor? (If yes, indicate requirement.)	Approval for Field-of-Study? (If yes, indicate requirement.)	Required Signature of Dean, Director, or Department Chair *Evaluating Instructor's signature also required for Field-of-Study approval.
1. EN 3002 Shakespeare's Plays	ENGL	234	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	John D. English Chair
Please list major/minor requirement to be satisfied:			1.		
2. POL 2001 World Politics	PLSC	903	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 300-level elective	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	John D. Pol Sci Chair
Please list major/minor requirement to be satisfied:			2. FS		Mary D. IS Chair

IMPORTANT: To receive credit, an official transcript must be sent directly to the Office of the University Registrar or to the Office of International Education. Transfer credit is awarded only for courses with an earned grade **equivalent of C or higher** (repeat courses and courses taken on a pass/fail or audit basis are not eligible for transfer credit). Credit awarded is based on equivalent units and is applied as earned units towards graduation. Grades from other institutions are not calculated in the University of Richmond GPA.