

## University of Scranton Study Abroad Course Approval Form

Student Name: _____	Royal ID Number: _____
Major(s): _____	Minor(s): _____ <b>Mark only if applicable</b>
Concentration(s): _____	Honors: _____ S.J.L.A.: _____ Business Leadership: _____
University Abroad/Study Abroad Program: _____	Semester/Term Abroad: _____
International University Name: _____	** Internal Use Only Please Leave Empty

Course Prefix and Number	Course Name	Credits	Grade Received	Course Prefix and Number	Course Name	Credits	Area	Chair, Advisor, Other Reviewer Initials	**Approved For Transfer/Transcription**
Major/2nd Major/Minor/Cognate Courses				Major/2nd Major/Minor/Cognate Courses <small>(Chair of Major(s)/Minor(s)/Advising Center)</small>					
General Education/Free Elective Courses				General Education/Free Elective Courses <small>(CAS Associate Dean/GE Coordinator approval subject to pre-approval)</small>					
Language Courses				Language Courses (Chair World Languages and Cultures)					

**TO BE FILLED IN BY STUDENT**

Leave blank  
will be filled in after return from abroad

**TO BE FILLED IN BY ACADEMIC ADVISOR**

Advisor: initial pre-approved courses  
Chair: initial after approving a course that has NOT been previously approved

Leave blank  
will be filled in after return from abroad

**Required for all students**

Student: _____	Date: _____
Advisor: _____	Date: _____

**General ed/free elective approval**  
CAS Associate Dean/GE Coordinator \_\_\_\_\_ Date: \_\_\_\_\_

**Major course approval**  
Chair/Second Major/Minor/Concentration \_\_\_\_\_ Date: \_\_\_\_\_

**Language course approval**  
Chair Language Department for Language Major/Minor Courses \_\_\_\_\_ Date: \_\_\_\_\_

**Only required for courses that have NOT been pre-approved**

Students and Advisors: Please retain a copy of this form for your advising file

Revised August 2018

## Students

Students will print out a copy of the study abroad Course Approval Form and will complete their portion of the form using the following guidelines:

1. View courses for your program that have been pre-approved by the University of Scranton. Pre-approved courses have been previously taken by a University of Scranton student, and their equivalent Scranton courses have been determined because a chair has previously reviewed the syllabus for that class. You may also take a course offered by your program that is not listed on the pre-approved course list - however, you will need sign-off from the chairperson of the corresponding University of Scranton department. See the signatures step below.
2. On the left hand side of the form, list the courses you wish to take while you are studying abroad. Please provide the course number and prefix, the course title, and the credit value of the course. Note that the credit value may be different than at the University of Scranton - if that is the case, the Office of Global Education can provide you with the credit equivalents.
3. Identify where the credits earned abroad are to be applied at the University of Scranton by listing the course under that heading (e.g. major, free elective, or language).
4. After completing the left hand side of the form, you will meet with your advisor to complete the right hand side of the form.

## Advisors

The advisor will work with the student to complete the right hand side of the form. The advisor's role is to review and approve where the student proposes to apply the study abroad courses to their University of Scranton record and to determine what the University will call the courses taken abroad. The advisor will provide the appropriate University of Scranton course prefix, number and title of the courses taken abroad based on the following:

1. **If the course abroad is equivalent in description or content to a course offered at the University of Scranton:** the course abroad will receive the prefix, number and title of the course at the University of Scranton.
2. **If the course abroad has no equivalent at the University of Scranton:**
  1. The course prefix will be determined by the content of the course abroad and where the course would best fit at the University of Scranton. (E.g. if the study abroad course is a history course or has a history prefix, the equivalent prefix at the University would be HIST, if the course abroad is an art history course, the equivalent prefix at the University would be ARTH, etc).
  2. The course number will be the approximate level of the course (100, 200, 300, 400) with the last two digits ending in 97 (e.g. 397). The last two digits indicate that the course is a study abroad course.
  3. The course will retain the original course title (e.g. a study abroad course with a prefix of H3409 titled The History of Castles in Ireland would be listed as HIST 397, The History of Castles in Ireland).

## Form Signatures

Please note the following guidelines and process with regard to the signatures required on the Study Abroad Course Approval form.

1. **If the course has NOT been pre-approved at the University of Scranton:** the chairperson of the corresponding department at the University of Scranton will need to view the syllabus to determine if the proposed course equivalent is appropriate.
  1. Email a copy of the syllabus of the course you need approved to the department chairperson prior to setting up a meeting with them. Refer to this list to see the name of the current chair at Scranton <https://www.scranton.edu/academics/provost/PDFs/Chair%20Lists/2023-2024-departmental-chairpersons-2023-2024.pdf>
  2. Print out a copy of the syllabus and bring it with you to your meeting with the department chairperson. If the chairperson determines the course to be equivalent to the proposed University of Scranton course, they must put their initials in the "Chair, Advisor, or other reviewer initials" box on the course name line.
  3. If the course is to be applied to your major, it must be approved by the chairperson of your major. The chairperson must provide a signature on the appropriate line on the bottom of the form.
  4. If the course is a language course, it must be approved the chair of the World Languages Dept. The chairperson must provide a signature on the appropriate line on the bottom of the form.
  5. If the student is seeking the course to be approved as a General Education or Free elective course, **the student must ALSO take the printed copy of the syllabus AND the completed course approval form (with the student's, advisor's and chair's signature already on it) to the CAS Associate Dean's Office in St Thomas Hall (2nd floor) as the last step in the course approval process.** The CAS Associate Dean's Office determines if a course will count for a General Education attribute (e.g. CH, CA, S, P, etc) - or whether the course will count as only a Free Elective. This office will also determine the number of credits to be received for the study abroad course. The CAS Associate Dean's office will provide a signature on the appropriate line on the bottom of the form.
2. **If the course already appears on the list of classes that have been previously approved at the institution abroad,** then the student's academic advisor must initial next to the course in the "chair, advisor, or other reviewer initials" box and write "Pre-Approved". The syllabus does not need to be reviewed by the Chairperson and the CAS Dean's office. The student and academic advisor signatures are the only ones needed on the form if the student is taking ONLY pre-approved classes.

**When the Study Abroad Course Approval Form is completed and has the required signatures, the form is returned to the Office of Global Education. A study abroad application is not considered complete without the completed course approval form. The student is instructed to make two copies of the course approval form when complete; one for their records and one for their advisor.**