

APPROVAL FOR STUDY ABROAD COURSEWORK

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

Full Name _____ Banner ID# _____ Email address _____@appstate.edu

Foreign Institution _____ Study abroad term _____ Majors/Minors _____

Student			OIED	Department Chair					
Host Course Prefix & #	Host Course title abroad	Int'l Credit Hours	AppState Credit	AppState course Prefix & #	Appalachian course title	Approval Type***	Department Chair name	Department Chair signature**	Date
BUS 325E	International Marketing	6	3	MKT 4550	International Marketing	SO	Print	Sign	0/0/00

* Foreign Credit value. Students must bring this form in along with supporting course documentation for OIED to determine the course abroad credit value before department chairs can sign off on course equivalents.

** Approval Type: You may make this approval applicable only for this student by using **SO = Student Only**, or institutionally for any student **SI = Student + Institution**.

Additional course approval information can be found at:

OIED has reviewed the course credit hour equivalencies **(OIED Signature)**

(Academic Advisor Signature (To be completed after Departmental Approval))
By signing, you certify that you have met with the student and reviewed how the courses listed on this form may or may not fit into his/her degree requirements

(Student Signature)

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 necessary course descriptions.

GETTING APPROVAL FOR COURSE WORK COMPLETED DURING STUDY ABROAD

TO THE STUDENT

Students should speak to their academic advisor in the early stages of the planning process to discuss remaining requirements and their study abroad course plan.

Additional information about the course approval and planning process can be found at: <https://international.appstate.edu/education-abroad/academics>

Step 1. List the courses you plan to take from your host institution or program (Links to course information can be found on our program brochure pages).

- Include the number of hours or local credit amounts listed in the course description.
- **The total number of courses listed must be equivalent to at least 12 or more semester hours at Appalachian. Listing additional courses is strongly suggested as course offerings often change upon a student's arrival to the host institution. Please enter ALT next to the course title for your additional selections.**

Step 2. Bring the course list and course syllabi/descriptions to OIED to assign the appropriate credit hour equivalencies. Only OIED can enter conversion credit.

Step 3. Once OIED assigns credit hour equivalencies, bring form to appropriate department chairs to assign and approve Appalachian State course number and title.

Step 4. Once you have received all necessary course approvals, bring this form to your academic advisor to compare your course approval form to your degree evaluation.

Step 5. All completed course approval forms must be submitted to OIED before going abroad. Failure to submit the Course Approval form will 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.

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 Appalachian course equivalent, one solution is to list the course with a Selected Topics course number or as a subject elective.
- Departments may only approve equivalents held within their department.
- Once this form has been completed, please return it to the student as it may be necessary to take the form to other departments for approvals.
- **When appropriate, please consider assigning SI = Student + Institution approvals.** SI approvals 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.
- Please be aware that credit conversions are specific to that institution. OIED provides online credit evaluation guides as a resource for students and academic departments: <https://international.appstate.edu/education-abroad/academics>

CREDIT EQUIVALENCY EXAMPLES

Two or more courses can be combined to earn equivalent credit when appropriate and with approval of the Chair.

- Course Abroad: German Marketing 3 ECTS (1.5 App credits) + European Marketing 3 ECTS (1.5 App credits) = Appstate Equivalent: MKT XXXX (3 SH)

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

- Course Abroad: Globalization in the Modern World 15 CATS (4 App credits) = Appstate Equivalent: ACC XXXX (3 SH) + 1 ACC Elective Credit

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

- Course Abroad: Globalization in the Modern World 15 CATS (4 App credits) = Appstate Equivalent: ACC XXXX (3 SH) + 1 ELEC: Elective Credit

Academic decisions regarding Appstate course equivalencies are made in academic departments, not in the Office of International Education and Development (OIED)