

Tips for Completing the Study Abroad Course Approval Form

See your OIE study abroad advisor and program-specific orientation handbook (*if applicable*) regarding the process of course approval for your particular program. In some cases, it may not be possible to have courses pre-approved. If course pre-approval is not possible, students will need to seek approval while abroad. Students should keep copies of all syllabi and work completed for courses abroad in case the UR faculty approver needs to review it to determine whether a course may be approved.

Select and complete the appropriate Course Approval Form(s)

There are two versions of the Course Approval Form: One for business and economics courses (including ECNA) and one for non-business courses. Both forms are available from the "Learning Content" section of your UR online study abroad application. Carefully read and follow the instructions the relevant course approval form.

Get as many courses pre-approved as possible

Have twice as many courses pre-approved as you plan to take abroad in case your first choice classes are not offered or in case you change your mind. Credit and grade conversion information is listed on the specific UR program information page at <http://studyabroad.richmond.edu/?go=AllPrograms>.

Provide course descriptions and/or syllabi to faculty approvers

When seeking course approval, you should provide course descriptions or a syllabus as well as information on the credit value of each course to the evaluating department chair or designated faculty member. This is so they know whether the course can be approved for major, minor or field of study (general education) credit. It is preferable that students send this information to faculty via email prior to an appointment or visiting the professor's office so they have time to review it.

Business students

Robins School of Business students are responsible for knowing the course requirements and transfer policies for study abroad. Information can be found at <http://business.richmond.edu/international/study-abroad.html>. Dr. Thomas Cossé, Associate Dean of International Business, approves all business courses abroad for major and minor credit.

Elective credit for UR semester abroad and pre-approved Non-UR semester abroad programs

Elective credit towards graduation does not require individual course approval as long as the course is in a discipline taught at the University of Richmond and as long as the student earns the equivalent grade of "C" or better. If the course is not normally taught at Richmond (e.g., engineering), students should seek course approval from the most closely related academic department at Richmond. Students will not earn credit for repeated courses.

Field-of-study/General education requirements

An additional signature is required for field-of-study courses, which is also known as general education ("gen ed") credit. Refer to the Study Abroad Course Approval Form for instructions.

Please note that general education approvals are not granted by only one department. For example, for the literary studies requirement (FSLT course), many students go to the English Department asking about *Czech Literature* or *Nordic Myths*, etc. In reality, several departments give FSLT credit, and students should only go to the English Department for approval for literature originally written in English. Check department web pages for information or contact your advisor.

When one course satisfies two requirements

If you want a course abroad to satisfy requirements in different departments, you must list the abroad course twice on the Study Abroad Course Approval form. Students must obtain appropriate signatures for each requirement. On the form, you may note which department you would like the course to appear on your UR transcript. (*See next page for an example.*)

The course will only be listed once on your UR transcript, showing credit towards only one department, but the course actually will count for two requirements. You will not earn double

credit. It is up to both departments to keep track of the courses that you have had pre-approved and the requirements that these courses abroad have fulfilled. Make sure you keep your copy of the Study Abroad Course Approval Form.

EXAMPLE:

To be completed by the student.	Blue sections to be completed by appropriate department(s), NOT by student.				
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 <i>Subject</i>	Equivalent UR <i>Course #</i> (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. <i>EN 2001 African Literature</i>	<i>ENGL</i>	<i>331</i>	oYes oNo	oYes X No	<input checked="" type="checkbox"/> Department Chair/Dean
Please list major/minor requirement to be satisfied:			1. FS	Printed Name	<input checked="" type="checkbox"/> Evaluating Instructor
2. <i>EN 2001 African Literature</i>	<i>IS</i>	<i>902</i>	oYes oNo	oYes oNo	<input checked="" type="checkbox"/> Department Chair/Dean
Please list major/minor requirement to be satisfied:			1. FS	Printed Name	<input checked="" type="checkbox"/> Evaluating Instructor

Internships

Internships must be pre-approved for transfer credit. If you want credit towards your major, please consult the relevant department chair regarding the department's internship policy. Internships must be taken for a grade in order to receive transfer credit. The internship course and grade must be listed on the transcript from the institution abroad. If the internship is to be taken as an independent study course with a UR faculty member issuing a grade, you must see the Registrar to complete any necessary paperwork.

Who approves courses

See the next page for list of faculty approvers.

Course Approval Forms – Who approves courses

Obtain faculty signatures as follows:

Arts & Sciences	Relevant department chair
Business	Dr. Thomas Cossé, Associate Dean of International Business
Jepson	Dr. Terry Price, Associate Dean for Academic Affairs

Foreign language courses (for languages taught at UR)

Arabic	Prof. Walid Hamarneh	
Chinese	Prof. Vera Wei or Prof. Jessica Chan	
French	Prof. Kasongo Kapanga or Prof. Sara Pappas	
German	Prof. Martin Sulzer-Reichel or Prof. Kathrin Bower	
Italian	Prof. Lorenza Marcin	
Japanese	Prof. Akira Suzuki	
Portuguese	Prof. Dixon Abreu	
Russian	Prof. Joe Troncale or Prof. Yvonne Howell	
Spanish	See below	
Latin America:		
Prof. Mariela Méndez	= Last names A-F	
Prof. Lucas Izquierdo	= Last names G-L	
Prof. Lázaro Lima	= Last names M-R	
Prof. Claudia Ferman	= Last names S-Z	
Spain:		
Prof. Sharon Feldman	Prof. Aurora Hermida-Ruiz	Prof. Angel Otero-Blanco
○ Carlos III-Madrid	○ Pablo de Olavide	○ Deusto-Bilbao
○ Pompeu Fabra	○ UVA-Valencia	○ Deusto-San Sebastián
		○ Santiago de Compostela

Languages not taught at UR

MLC Department Chair, if student wishes to have the course count towards a specific requirement; otherwise credit will count as elective credit towards graduation.

International Studies

IS majors must obtain approval from the chair of the appropriate department (political science, sociology, etc.) as well as an IS concentration advisor. IS concentration advisors are as follows:

***NOTE:** If multiple advisors are listed for a concentration, you only need to obtain the signature of one advisor, not all of them.

Asia	Prof. Tze Loo
Africa	Prof. Joseph Obi
International Economics	Prof. Jonathan Wight
Latin America	Prof. Mary Finley-Brook Prof. Manuella Meyer Prof. David Salisbury
Middle East	Prof. Yucel Yanikdag
Modern Europe	Prof. David Brandenberger Prof. Yvonne Howell Prof. Hugh West
World Politics & Diplomacy	Prof. David Brandenberger Prof. Sheila Carapico Prof. John Gordon Prof. Stephen Long Prof. Jennifer Pribble Prof. Carol Summers
Special Topics Courses	Prof. John Gordon
