

VERY IMPORTANT information about the Study Abroad Course Approval Form

The form below is for Business and Economics courses ONLY

FULL INSTRUCTIONS and POLICIES for this form are available on page 3.
PLEASE READ THEM 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.

Instead you should:

- 1) **TYPE directly onto the form** and the “Course Information” sections (grey shaded areas). You will not complete the blue shaded sections of this form. Blue shaded sections will be completed by the Associate Dean for International Business Programs.
- 2) **PRINT, SIGN, and DATE** the form.
- 3) **Attach a course description** for each course you list on the form. You should indicate next to each course title on the course description, the UofR course equivalent for which you would like to receive transfer credit.
- 4) **TAKE** the printed form along with course descriptions to the Center for International Business Programs, Queally Hall room 291B.
NOTE: If you wish to obtain course preapprovals for more than six (6) business and/or economics courses, simply fill out a second form.
- 5) Once all course approvals are complete, the student will receive a copy of this form. The original is sent to the Office of the Registrar.

If you are seeking approval abroad, PLEASE NOTE:

- 1) Email The Associate Dean for International Business Programs. Include in your email message, your name, your UR ID #, your study abroad school, the course subject(s), title(s), number(s), and course description(s). The Associate Dean will respond to let you know how the course(s) will transfer.
- 2) Once students have finalized their class schedules abroad, they may use this form to list all business and economics courses that have been approved via email by the Associate Dean for International Business Programs.
- 3) Students **MUST** email Course Approval Forms to the Associate Dean for International Business Programs from their **richmond.edu** email account in order for the form to be valid.



Robins School of Business

Study Abroad Course Approval Form for Business and Economics Courses Return to the Center for International Business Programs, Queally Hall 291

PLEASE TYPE DIRECTLY ONTO THE FORM WHEN VIEWING AS A PDF

| | | | | | |
|--|--|--|---------------------------|-------|--|
| Last Name: | | First Name: | | URID: | |
| Home School: <input type="checkbox"/> Arts & Sciences <input type="checkbox"/> Business <input type="checkbox"/> Leadership <input type="checkbox"/> Law | | | | | |
| Major(s): | | | Minor(s): | | |
| Concentration(s): | | | Expected Graduation Date: | | |
| UR Terms Abroad: Fall 20 Spring 20 Summer 20 | | Type of Course Approval: <input type="checkbox"/> Pre-approval <input type="checkbox"/> While abroad approval <input type="checkbox"/> Post-approval | | | |
| 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 program: has program been pre-approved by International Education Committee? <input type="checkbox"/> Yes <input type="checkbox"/> No Summer proram: has your Non-UR Summer Study Abroad Form been submitted to OIE? <input type="checkbox"/> Yes <input type="checkbox"/> No OIE staff signature required before approvals will be issued: _____ | | | |
| COURSE APPROVALS APPLY ONLY TO THE STUDENT NAMED ON THIS FORM AND ONLY FOR THE SPECIFIED PROGRAM | | | | | |

REFER TO INSTRUCTIONS AND NOTES ON LAST PAGE OF THIS DOCUMENT.

Course Information section to be completed by the student.

| Course Information Enter subject, number and title as listed in catalog or course description from institution abroad or on transcript (if post approval). If you need approval for more than 6 courses, simply complete another form. | STUDENTS: Do NOT complete this section <i>This section is completed by Dr. Cossé</i> | | |
|--|--|------------------------|---|
| | Equivalent UR Subject | Equivalent UR Course # | Required Signature of Dr. T. J. Cossé, Associate Dean for International Business Programs |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |

Student Signature-I have read and understand all information on this form (3 pages).
Date: _____

Thomas J. Cossé, Assoc Dean for Int'l Business Programs
Date: _____

INSTRUCTIONS FOR BUSINESS AND ECONOMICS COURSE APPROVALS

It is strongly recommended that students obtain course pre-approvals prior to going abroad.

Instructions for Course Approvals Before Going Abroad (Pre-Approval)

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. Additionally, a course description for each business course listed should be attached to this form. Write on each course description the Robins School of Business course subject area and number (e.g., MKT 320) for which you hope to receive transfer credit. Transferability of courses will be determined by the Associate Dean for International Business Programs.

The Equivalent UR Course section of this form is to be completed by the Associate Dean for International Business Programs.

Sign and date the bottom of the form. Take the form and course descriptions to the IB Program Coordinator in the Center for International Business Programs, Robins School of Business, room Q291B. The student will receive a copy of the completed approval form. The original is sent to the Office of the Registrar.

Instructions for Course Approvals While Abroad

Students seeking approvals for business courses while abroad should email course subject, title, and number along with a course description (may send a link to the course description, or cut and paste description into email, or send as a MSWord or PDF attachment) to Dr. Cossé (tcosse@richmond.edu). Include in your email your name, URID#, and where you are studying abroad. Dr. Cossé will respond to student via email advising how the course will transfer. Once students have finalized their class schedules abroad, they may use this form to list all business and economics courses that have been approved via email by Dr. Cossé. Complete the form using the instructions for pre-approvals and email to Ms. Bell fbell@richmond.edu.

Instructions for Course Approvals After Returning from Abroad (Post-Approval)

Students who have returned from abroad and took a course for which they did not request approval, may use this form to request transfer credit. Complete form as instructed for pre-approvals and attach course descriptions. Turn in to the Center for International Business Programs. Note: If course was approved by Dr. Cossé via email while student was abroad and student has record of the approval/email, a course description is not necessary. Once the student's abroad transcript is received by the Registrar and posted to GradTracker, Dr. Cossé will complete the blue shaded sections of the form and sign. The completed post approval form is sent to the Office of the Registrar. Student is encouraged to check GradTracker to verify appropriate transfer credit has been received.

ATTENTION

No more than two courses in the same business subject area may be completed while studying abroad. For example, a student may take no more than two marketing courses or two finance courses.

While studying abroad, students may complete no more than two courses equivalent to the following Robins School core courses for transfer credit: BUAD 301 Business Statistics II, BUAD 391 Essentials of Information Technology/MGMT 320 Business Information Systems, BUAD 392 Ethical, Social and Legal Responsibilities of Business, FIN 360 Principles of Finance, MGMT 330 Organizational Behavior, MGMT 340 Operations Management, and MKT 320 Principles of Marketing.

Transfer credit will not be granted for BUAD 497 Strategic Management, IBUS 411 International Business Strategy. The Associate Dean for International Business Programs may grant exemptions to this policy in extreme circumstances or for students studying abroad for an entire academic year. Accounting majors may not receive transfer credit for any of the 300 level accounting courses required for the major (this policy does not apply to students concentrating in accounting).

Students are expected 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 Dr. Cossé 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 background and prerequisites of the study abroad host institution are met. The student should consult with the assigned advisor at the host school.*