



VIRGINIA COMMONWEALTH UNIVERSITY

Global Education Office | Education Abroad

VCU Education Abroad
Global Education Office
817 W. Franklin Street, Room 122
P.O. Box 843043
Richmond, VA 23284

Education Abroad Course Approval Instructions

Instructions for Students:

1. Once you have selected a study abroad program, choose courses that you plan to take abroad. Please confer with your host university or study abroad program provider for a list of possible courses and course descriptions.
2. Consult the Database for Pre-Approved Courses to see if the courses you intend to take abroad have been pre-approved. The Database for Pre-Approved Courses is located on the Education Abroad website under the *For students* tab. Click on the *Academic credit* link.
3. An education abroad advisor must sign off on all pre-approved courses.
4. If your course(s) do not appear in the Database for Pre-Approved Courses, you must have an academic advisor approve them. Be sure to provide the academic advisor with detailed course descriptions or syllabi for all the courses you plan to take abroad. It is essential that you discuss your study abroad plans with your academic advisor(s). You must receive approval for credit taken abroad **before** your program begins. If you do not receive written approval before the start of your program, transfer equivalencies cannot be guaranteed.
5. For all courses that need approvals from a School of World Studies advisor or faculty member (Religious Studies, all language courses, International Studies, Anthropology, etc): a course description or syllabus for the course should be given to the Education Abroad office. Education Abroad staff will facilitate the approval of these courses, do not go directly to the School of World Studies.
6. Submit the Course Approval form to the Education Abroad office at 817 West Franklin Street, Room 122 (P.O. Box 843043), Richmond VA 23284-3043.

Instructions for Faculty/Academic Advisors:

1. The student you are advising is planning to study abroad. The Course Approval Form is used to approve specific classes in a student's program for transfer to VCU. Every effort should be made to complete this form prior to the student's departure for study abroad.
2. Please review the course descriptions or syllabi to determine if the courses the student proposes to take abroad will fulfill requirements at VCU.
 - a. If the proposed course is equivalent to a VCU course, please list the department code and the course number (ex: POLI 321).
 - b. If the proposed course does not have an exact equivalent to a VCU course, please indicate if the course is a "topics" course and assign a department code and course number for the class (i.e. POLI 291 or POLI 391). Another option is to assign the department code, level, and XX (i.e. HIST 1XX, ENGL 2XX, PSYC 3XX) for study abroad courses that have no exact VCU equivalent but the level can be identified.
3. Should classes change while abroad, students are advised to contact their academic advisor immediately to secure a VCU equivalent for the new course(s). Please respond to the students email and give electronic approval.
4. If there have been changes to the approved courses while abroad, students must update their course approval form with their advisor's signature approving the new courses and VCU equivalents.

Notes:

Credit Awarded by:

While the academic advisor assigns the VCU course equivalents, the number of credits is determined and awarded by the International Credentials Evaluator upon the student's completion of the study period and VCU's receipt of the student's transcript. Only coursework that appears on the student's transcript will be evaluated.