

Request for Course Equivalency

Credit from Abroad = Elective Credit

Students on CIS study abroad programs **automatically receive Tulane University grades and elective credits** for the courses taken on Tulane study abroad programs within Engineering, Architecture, and Liberal Arts & Sciences fields. Each course is assigned one of the authorized Center for International Studies (CIS) course numbers: 129, 239, 538, or 539. Courses appear on the student's transcript with the title, grade, credits, and CIS course number.

Example: 20th Century Britain HISE 538 A- 4.0. This is **elective** credit.

Requesting Course Equivalency

Academic departments determine **how** courses from Tulane study abroad programs are applied towards major requirements. The department may require that majors seek approval to have a particular course taken abroad appear as a particular Tulane course on the degree audit. Before going abroad, the student should find out by emailing their advisor:

1. Who is responsible for processing requests for course equivalency in the department (the Chair or another designated member of faculty),
2. When the student should submit requests (while abroad or after returning), and
3. What the procedure is for doing so.

After following departmental procedure, the student is responsible for making sure that the CIS receives an official copy of the department's approval of the degree audit substitution. The CIS can submit the substitution if the approval is received before study abroad coursework has been posted by the Registrar.

Submitting the Approval from Abroad

The student should ask the faculty member who has approved the course equivalency to email the CIS indicating their approval to: crystal@tulane.edu. They should include the name of the course taken abroad and the number of the Tulane equivalent course. This message **must be sent directly from the member of faculty** (not forwarded by the student) in lieu of a signature.

Submitting the Approval in Person

This form can be used to process the request before, during or after the student attends the program abroad. Attach additional forms if necessary. To be sure the equivalencies appear on the degree audit, the student must submit the completed form to the CIS before the international transcript arrives and is processed with the Registrar.

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Overseas Course Name (& Number, If Available)	Tulane Course Number	Tulane Course Credits	Chair or Designated Faculty Member's Name & Signature

Student's Name & Signature _____ Date: _____

Major Advisor's Name: _____ Major Advisor's Department: _____