

Office of Study Abroad Request for Course Equivalency



Use this form when requesting equivalency for courses you take on a Tulane Study Abroad Program. See instructions on reverse.

Student Information

Name: _____ Tulane ID#: _____

Telephone #: _____ Tulane email: _____

Program Name: _____ Semester Abroad: _____

Major: _____ Major Advisor Name: _____

Major GPA: _____ Cumulative GPA: _____ Expected Graduation Date: _____

Course Equivalency

Overseas Course Name (and number, if available)	Tulane Course Number	Tulane Course Credits	Chair or Designated Faculty Member's Name & Signature

Faculty Comments:

If you are giving departmental approval to add these courses to a master list of courses with blanket approval and established equivalency, please sign below:

Department Chair's Signature: _____ Date: _____

About Requesting Course Equivalency

Credit earned on an OSA Program is automatically listed as Elective Credit on the Tulane transcript.

The Tulane Office of Study Abroad receives transcripts directly from approved study abroad programs. Students automatically receive Tulane University **elective credits** for the courses taken on Tulane study abroad programs within Architecture, Liberal Arts, Public Health, and Science & Engineering fields. Each course is assigned one of the authorized Office of Study Abroad (OSA) course numbers: 1290, 5190, 5380, or 5390. Courses appear on the student's transcript with the program course title, grade, credits, the Tulane departmental prefix, and the OSA course number.

Example:

Overseas Course Listing	HI2500 Twentieth-Century Britain		
Tulane Transcript Listing	HISE 5380 Twentieth-Century Britain	A-	4.0 (Elective credit)

Requesting Course Equivalency

Academic departments determine how courses from Tulane Office of Study Abroad programs apply towards major/minor requirements. The department may require that majors/minors seek approval to have a course taken abroad appear as a particular Tulane course on the degree audit. The student is responsible for knowing the major/minor department protocol. Before going abroad, the student should find out:

- **Who** in the department is responsible for processing requests for course equivalency? (This may be the Department Chair or another designated faculty member.)
- **When** should the student submit the course equivalency requests to the department (before going abroad, while abroad or upon return)?
- **What is the department's procedure** for getting study abroad courses approved for major/minor credit?
- **What materials** will the department need from the student to evaluate a course taken abroad (syllabi, exams, course assignments, papers, etc.)?

Submitting the Approval from Abroad

Requests for course equivalency should be submitted to the Office of Study Abroad before, during or after attending the program abroad and will depend on the process set in place by the individual department. If possible, it is preferred that the student file the course equivalency request before the program transcript arrives and is processed at OSA.

Step 1: Departmental Evaluation

Fill out the "student information" section at the top of this form. Bring it, along with course syllabi, course assignments, or any other documents necessary to the faculty chair of the department (or the designated faculty member) in which you will seek course equivalency for your coursework abroad.

Step 2: Notify the Office of Study Abroad

If the faculty member approves your course equivalency request, ask the faculty member to notify OSA. There are two ways to do this:

1. Ask the faculty member to email* Joanie Vicknair (crystal@tulane.edu) indicating his/her approval. In this email please include:
 - Student information as listed above;
 - Name of the course taken abroad;
 - Number of the Tulane equivalent course.

*This message must be sent directly from the faculty member (not forwarded by the student) in lieu of a signature.

2. Ask the faculty member to complete the form below and submit it to the Office of Study Abroad in person or via email. The faculty member or student may submit this form.