

DREXEL UNIVERSITY STUDY ABROAD GUIDE TO COURSE APPROVALS

Course approvals and academic scheduling is very important for a successful study abroad experience. The purpose of this information is to guide Drexel University students while they get courses approved to prepare for studying abroad.

IMPORTANT INFORMATION TO NOTE BEFORE GETTING COURSES APPROVED

- Every single course that you take abroad **MUST** have a Drexel equivalent. Drexel cannot put another university's course codes on a Drexel transcript. All courses you take abroad will appear on your Drexel transcript.
- Prior to getting any courses approved, you should meet with your academic advisor to determine which courses you need to take while abroad.
- Consult the course equivalencies spreadsheet* for your program to see which courses have been pre-approved. You can download this on the online brochure program page. If the course you want to take is on this list, add it to the pre-approval form, and write "pre-approved". No one needs to sign off on this course.

**The courses listed on the course equivalencies are a historical list of classes that Drexel students have taken at this university. There is no guarantee that these courses will be offered in the term that you are abroad.*

TO GET COURSES APPROVED, FOLLOW THESE STEPS:

1. Consult the abroad university's course catalog. You will find a link to this on the online brochure for your program.
2. Find the course titles and descriptions for the courses that you want to take.
3. Each course must be approved by the **head of each Drexel department** (not an academic advisor). For example, if it is a history course, the history department head will approve of the course. If it's an economics course, the economics department head will approve of it.
4. Look up the department head for the course you want to take.
5. Contact the department head (arrange an appointment or send an email), and provide them with the title of course you wish to take abroad, and the course description. Ask the professor what the course equivalent would be at Drexel. The professor should provide you with a course code.
6. Give your course approval to the Study Abroad Office. Make a photocopy for yourself.
7. The Study Abroad Office will accept course approvals in two ways (see samples on the next page):
 - a. A department head signature on page 1 of the pre-approval form
 - b. A forwarded email of your conversation with the department head listing the course approval. Email can be attached to your pre-approval form as well.

REMEMBER:

- Your academic advisor can tell you how the courses abroad will fit into your plan of study.
- The department head can tell you the actual course code, which is how it will appear on your Drexel transcript.

**IF YOUR COURSES ARE APPROVED INCORRECTLY, OR NOT APPROVED AT ALL,
IT WILL SEVERELY DELAY THE PROCESSING OF YOUR TRANSCRIPT.**

CORRECT pre-approval form

Drexel University Study Abroad Academic pre-approval of Student Participation in an exchange program.

Quarter (s) abroad : Fall 20 14 Program applying for: GE3 This program is my: First Choice Program is: Study only
 Winter 20 _____ UAS7 program _____ Second Choice _____ Study + co-op
 Spring 20 _____ Exchange program _____
 Summer 20 _____

Approximate program dates: Sept to Dec Name of school University of Leeds

Please note that Fall semester final exams in many countries in the northern hemisphere are given after Christmas. You may need to consider requesting a co-op cycle change in order to accommodate the academic calendar of your host institution.

Please note that Spring Semester at many institutions in the northern hemisphere runs from February to May/June. In order to study abroad during the spring semester, you should have a fall/winter co-op cycle and get permission from your co-op coordinator to leave co-op early. Please make sure that your host institution's spring semester ends before the beginning of Drexel's summer term.

It is **YOUR** responsibility to understand the academic calendar of your study abroad program and how this calendar will interact with the Drexel calendar so that you can make the appropriate adjustments or cycle changes. If you have any questions, contact your study abroad advisor.

Name of Applicant Sarah Sample Drexel Email: sarah.a.sample@drexel.edu
 Drexel ID # 80410215 Telephone (215) 555-3558

DIRECTIONS- PLEASE READ: It is recommended to obtain approval for 8 – 10 courses to allow for flexibility in case some courses abroad become unavailable. Discuss with your academic advisor the courses that you will take abroad and how they fit into your plan of study. Grades from this program are recorded as credit (CR) / no credit (NCR) on your Drexel transcript and will NOT be factored into your GPA. Grades of "C" or above from the host institution will receive Drexel credit. Grades of C minus or below will NOT receive Drexel credit. Students are registered both at Drexel and at their host university while participating in the program. **Students must maintain full time status at the host institution while taking the equivalent of 12 – 20 Drexel credits.** Students who exceed the equivalent of 20 Drexel quarter credits will be charged per credit Drexel rate. A full course load at a semester school is generally 12-18 semester credits. Institutions that use ECTS credits require 20-30 ECTS credits per semester. Other schools may use other systems. Any changes will require approval.

*The following section must be filled out completely. Each course equivalent may ONLY be approved by the corresponding Drexel Department Head or Program Director. By signing this form you are authorizing the course(s) to appear under a study abroad term. Courses will be graded CR/NCR. Please attach another page if necessary.

Host institution course title and #	Credits	DU course EQUIVALENT title and #	DU credits	Approving signature (Department Head or Program Director), Date, Printed Name
COMM 1305 - Intro to Journalism	20	COMM 260 - Fundamentals of Journalism	3	pre-approved
LAW 2146 - International Law	20	BLAW 340 - Intro Bus Law	4	pre-approved
LUBS 2050 - Industrial Econ	10	ECON 338 - Industrial Organization	4	pre-approved
LUBS 2035 - Finance for Small Business	10	FIN 335 - Entrepreneurial Finance	4	see attached email
POLI 355 - Comparative Politics of East Asia	10	PSCI 240 - Comparative Government	3	see attached email
ECON 2841 - Macroeconomics	20	ECON 202 - Principles of Macroeconomics	4	Victoria 4/21/14
MUSI 1824 - Film Music	20	MUSC 360 - SP History of Film Music	3	David Indy 9/23/14
MATH 221 - Discrete Mathematics	10	MATH 2343 - Discrete Structures	3	Bee Green 9/23/14
CS 281 - Systems Architecture	20	ELEC 2305 - Comp Organization	3	Bee Green 8/23/14
HART 1001 - Arts + Creativity	10	ARTH 465 - Special Topics	3	see attached email

TOTAL Credits _____ TOTAL Credits _____

Please indicate with an # if any of these courses are REQUIRED for graduation.

INCORRECT pre-approval form

Drexel University Study Abroad Academic pre-approval of Student Participation in an exchange program.

Quarter (s) abroad : Fall 20 15 Program applying for: GE3 This program is my: First Choice Program is: Study only
 Winter 20 _____ UAS7 program _____ Second Choice _____ Study + co-op
 Spring 20 _____ Exchange program _____
 Summer 20 _____

Approximate program dates: Sept to Dec Name of school University of Leeds

Please note that Fall semester final exams in many countries in the northern hemisphere are given after Christmas. You may need to consider requesting a co-op cycle change in order to accommodate the academic calendar of your host institution.

Please note that Spring Semester at many institutions in the northern hemisphere runs from February to May/June. In order to study abroad during the spring semester, you should have a fall/winter co-op cycle and get permission from your co-op coordinator to leave co-op early. Please make sure that your host institution's spring semester ends before the beginning of Drexel's summer term.

It is **YOUR** responsibility to understand the academic calendar of your study abroad program and how this calendar will interact with the Drexel calendar so that you can make the appropriate adjustments or cycle changes. If you have any questions, contact your study abroad advisor.

Name of Applicant Sarah Sample Drexel Email: sarah.a.sample@drexel.edu
 Drexel ID # 80410215 Telephone (215) 555-3558

DIRECTIONS- PLEASE READ: It is recommended to obtain approval for 8 – 10 courses to allow for flexibility in case some courses abroad become unavailable. Discuss with your academic advisor the courses that you will take abroad and how they fit into your plan of study. Grades from this program are recorded as credit (CR) / no credit (NCR) on your Drexel transcript and will NOT be factored into your GPA. Grades of "C" or above from the host institution will receive Drexel credit. Grades of C minus or below will NOT receive Drexel credit. Students are registered both at Drexel and at their host university while participating in the program. **Students must maintain full time status at the host institution while taking the equivalent of 12 – 20 Drexel credits.** Students who exceed the equivalent of 20 Drexel quarter credits will be charged per credit Drexel rate. A full course load at a semester school is generally 12-18 semester credits. Institutions that use ECTS credits require 20-30 ECTS credits per semester. Other schools may use other systems. Any changes will require approval.

*The following section must be filled out completely. Each course equivalent may ONLY be approved by the corresponding Drexel Department Head or Program Director. By signing this form you are authorizing the course(s) to appear under a study abroad term. Courses will be graded CR/NCR. Please attach another page if necessary.

Host institution course title and #	Credits	DU course EQUIVALENT title and #	DU credits	Approving signature (Department Head or Program Director), Date, Printed Name
COMM 305	20	Fundamentals of Journalism	3	no approval for this course
INT LAW 2146	20	BLAW 340	4	
LUBS 2050	10	major req	4	
LUBS 2035	10	major req	4	
POLI 355	10	free elective	3	
HART 1001 - Arts + Creativity	10	ARTH 465 - special topics	3	

TOTAL Credits _____ TOTAL Credits _____

Please indicate with an # if any of these courses are REQUIRED for graduation.

Subject: RE: Request for Study Abroad Equivalency

From: Hunold,Christian [mailto:hunoldc@drexel.edu]
Sent: Sunday, May 25, 2014 4:12 PM
To: Sarah Sample
Cc: studyabroad@drexel.edu
Subject: Re: Request for Study Abroad Equivalency

Dear Sarah,

PSCI 240 may be the best bit here. Enjoy your stay in England!

PSCI 240 Comparative Government 3.0 Credits

Examines the political process through the ideology and institutions of major constitutional and totalitarian powers.

College/Department: College of Arts and Sciences

Repeat Status: Not repeatable for credit

Restrictions: Cannot enroll if classification is Freshman

Prerequisites: PSCI 140 [Min Grade: D]

Regards,
 Christian Hunold, Ph.D.
 Interim Head, Political Science
 Associate Professor of Political Science
 Department of History and Politics
 3025 MacAlister Hall
 Drexel University
 Philadelphia, PA 19104
 Tel 215.895.2464
 Fax 215.895.6614
 Email hunoldc@drexel.edu

From: Sarah Sample [mailto:sarah.a.sample@drexel.edu]
Date: Sun, 25 May 2014 11:41:05 -0400
To: Christian <hunoldc@drexel.edu>
Cc: <studyabroad@drexel.edu>
Subject: Request for Study Abroad Equivalency

Dear Prof. Hunold,

My name is Sarah Sample and I am a Junior studying Economics. I am participating in a study abroad experience in Leeds University in England. I am interesting in taking a Political Course in my time there. To ensure that class credits will transfer, would you be able to provide me with a course equivalent for the following class:

ISS1039: East Asian Politics

Course Information	School Year	2014	School Semester	summer	Course Name	Comparative Politics of East Asia
Information about the Faculty	University	Louisiana State University			Name	Wonik Kim
	Department	Political Science				
	Day / Time	MTThF / TBA			E-MAIL	wkim@lsu.edu
Course Description	<p>This course provides an analytical overview of the comparative politics of East Asia, mainly focusing on Northeast Asia (China, Taiwan, Korea, and Japan) with some emphasis on Southeast Asia. This course is divided into three parts.</p> <p>In Part I, we will begin with a session that equips students with a theoretical framework of comparative politics and introduces this region more generally. By focusing on the modern nation-state formation in the context of colonialism, the following sessions in Part I will provide significant historical facts and issues of China, Taiwan, Korea, Japan, and Southeast Asian countries to properly understand the substantive topics in the following parts.</p> <p>The first part in Part II will deal with political regimes (democracy and dictatorship), regime dynamics, and the relationship between culture and democracy. In the second part of Part II, we will study two divergent political systems: democracy in Japan and dictatorship in China. Here the topics are political institutions (political party system, parliamentarism and presidentialism, and electoral system) and political change (election and succession).</p> <p>In Part III, we will examine the political economy of East Asia, highlighting East Asia's phenomenal economic development, globalization, and the financial crisis. We will explore the various conditions under which the economic 'miracle' happened and the socio-political consequences of rapid growth. And we will investigate the financial 'crisis,' evaluating competing explanations of the origins and effects of the 'crisis.'</p>					
Course Objective	<p>This course has at least three goals: 1) to understand important political issues, political institutions, political behaviors, contentious politics, and political economies of East Asia; 2) to provide a theoretical framework to understand important historical events that have shaped the current politics of East Asia, and 3) to make an explicit comparison across countries (e.g., China and Japan) as well as comparison across regions (e.g., Northeast Asia and Southeast Asia).</p>					
Course Schedule	<p>Week 1 Introduction and Analytical Framework Week 2 The Emergence of Modern East Asia: A Bird's Eye View Week 3 China and Taiwan Week 4 S. Japan and Korea Week 5 Southeast Asia Week 6 Democracy and Dictatorship Week 7 Democratic Transitions Week 8 Midterm Examination Week 9 Culture and Democracy: "Asian Values?" Week 10 Hegemonic Party and the Politics of "Complacency": Japan Week 11 Politico-Economic "Machine" and its Sustainability: Crisis Week 12 The Developmental State and the Rise of China Week 13 Financial Crisis: End of Miracle? Conclusion and Review Week 14 Final Examination</p>					
Evaluation Method	Mid(%)	Final(%)	Attendance(%)	Assignments (%)	Class Participation (%)	etc(%)
	25	25	25	25	0	0

If the table above doesn't appear correctly, I have attached the syllabus. Thank you for your assistance in this matter and please do not hesitate to contact me if you require and further information to approve the equivalency. I have copied the study abroad office on the email for credit transfer upon my return.

Best,
 Sarah