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.**

<table>
<thead>
<tr>
<th>Quarter(s) abroad:</th>
<th>Program applying for:</th>
<th>This program is my:</th>
<th>Program is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 20</td>
<td>UAS program</td>
<td>First Choice</td>
<td>Study only</td>
</tr>
<tr>
<td>Winter 20</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 20</td>
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**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 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.

It is **YOUR** responsibility to understand the academic calendar of your study abroad program and how this calendar will affect 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) 592-3636

**DIRECTIONS: PLEASE READ:** It is recommended to obtain approval for 9 – 15 courses to allow for flexibility in case some courses abroad become unavailable. Classes with your academic advisor to ensure that you have students and how they fit into your plan of study.

Your GPA is based on the host institution will receive Drexel course. Grades of "C" or above from the host institution will receive Drexel credit for grades of "D" or below from the host institution. Students who exceed the equivalent of 25% of Drexel course credits will be charged per credit Drexel rate. A full course load at a semester school is generally 15-18 semester credits. Institutions that use ECTS credits require 20-30 ECTS credits in a semester. Other schools may use different 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 certifying the courses to appear on a study abroad form. Courses will be included if necessary.

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**Host institution course title and #** | **Credits** | **Drexel course EQUIVALENT title and #** | **Credits** | Approval signature Department Head or Program Director Date, Printed Name
---|---|---|---|---

**TOTAL Credits:________**

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

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**INCORRECT Pre-Approval Form**

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Grades from this program are recorded as credit (CR) or no credit (NC) 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 B- or below from the host institution will receive Drexel credit. Students who exceed the equivalent of 25% of Drexel course credits will be charged per credit Drexel rate. A full course load at a semester school is generally 15-18 semester credits. Institutions that use ECTS credits require 20-30 ECTS credits in a semester. Other schools may use different systems. Any changes will require approval.

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**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:chunold@crexel.edu)  
Sent: Sunday, May 25, 2014 4:12 PM  
To: Sarah Sample  
Cc: studyabroad@crexel.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 processes 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  
3305 MacAlister Hall  
Drexel University  
Philadelphia, PA 19104  
Tel 215.895.2464  
Fax 215.895.6614  
Email hunoldc@crexel.edu

From: Sarah Sample [mailto:sarah.a.sample@crexel.edu]  
Date: Sun, 25 May 2014 11:41:05 -0400  
To: Christian <chunold@crexel.edu>  
Cc: <studyabroad@crexel.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 interested 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

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 further information to approve the equivalency. I have copied the study abroad office on the email for credit transfer upon my return.

Best,
Sarah