



# Ralph J. Bunche International Affairs Center

## Study Abroad Course Approval Form

### INSTRUCTIONS:

1. All parts of this form should be filled in by the student and taken to the HU Department Chair, Dean, or faculty member who teaches the requested course for review & approval by signature.
2. Students can search <https://catalogue.howard.edu/classes> or BisonWeb for equivalent courses.
3. An Academic Advisor, Concentration Coordinator, Department Chair, or Director of Undergraduate Studies is required to review selected courses to verify graduation requirement compliance & approve by signature on the last page of the form, once all individual courses have been approved.
4. This form should be saved as a PDF using the title: *Student Name, term abroad, location* (ex. Billy Jean\_Fall 18\_Senegal.pdf)
5. **This form should be uploaded to the study abroad application via the Bunche Center's website.**

### IMPORTANT:

- All semester study abroad students are required to be full-time (12-18 credits) students while abroad.
- **Taking courses abroad for pass/ fail is not an option.**
- Courses may be changed upon arrival to the overseas host institution. Any changes must be approved using this same *Course Approval Form*.
- **Semester students must get SIX or more courses (18+ credits) approved to allow for alternate courses to be available for participation in the event that one or more primary courses are unavailable upon arrival in country.**
- **ALL** grades earned abroad (including fall through classes) must have a Howard matching course and faculty approval and will be posted on the Howard record following the study abroad experience.

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### PERSONAL INFORMATION

FIRST NAME:	<input type="text"/>	LAST NAME:	<input type="text"/>
STUDENT ID:	<input type="text"/>	EMAIL ADDRESS:	<input type="text"/>
PROVIDER	<input type="text"/>	TERM ABROAD:	<input type="text"/>
PROGRAM LOCATION: CITY	<input type="text"/>	COUNTRY	<input type="text"/>
CLASSIFICATION PRIOR TO STUDY ABROAD	<input type="text"/>		
MAJOR	<input type="text"/>	Name of Program or University	<input type="text"/>

## Pre-Approved Course Page

Check to see if any of the courses you plan to take abroad have been Pre-Approved. The database of Pre-approved courses is found in the **Study Abroad Course Approval** tab of the Bunche Center website. If pre-approval exists, **AND** the course is being offered during the semester you plan to study abroad (check program's website or overseas University catalogue) fill in the table below with the courses found in our database.

You do NOT need a faculty signature for pre-approved classes listed in the HU database. **IF** you were able to find the equivalent of 15-18 HU credits of previously approved courses for the program you plan to pursue. Review your course selection with your **ACADEMIC ADVISOR** & obtain their approval signature on the last page. Then upload your completed form to the Study Abroad Application.

**If you were unable to find a minimum of 5-6 previously approved courses**, use the remaining pages of this form to obtain approval signatures for additional courses.

**STOP: Be sure the pre-approved courses you enter below match the program and location where you have chosen to study abroad (ex: AIFS Barcelona) AND are being offered the semester you plan to study abroad.**

Study Abroad Course Number	Study Abroad Course Title	Year Approved	HU Course Number (ex: HIST 102)	HU Course Title	Number of HU Credits
				Total Number of Credits	

**Keep the following in mind:**

- The course equivalencies listed in this database do not constitute permission to study abroad. You must follow all application processes, upload this form to the study abroad application and be approved by the Office of Study Abroad.
- It is your responsibility to confirm courses are available for the term you wish to go abroad, and to determine if you need to fulfill any pre-requisites (verify you are meeting all academic requirements for your selected program abroad).
- The course equivalencies captured on this form do not constitute registration. Follow all instructions from your program on registering for courses. You must obtain approval signatures for any classes you register for not on your original form.
- It is your responsibility to enroll in the equivalent of enough courses to maintain scholarships. Many UK universities for example do not allow students to enroll in more than 4 of their classes (typically equal to 12 HU credits).

Overseas Course Title:

Overseas Course Number:

Overseas Credits:

Overseas Course Contact Hours:

Howard University Course Equivalent:

Howard University Course Number (ex: HIST 101):  Howard University Credits:

Print Faculty Name & Title:

Department Signature:

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Overseas Course Title:

Overseas Course Number:

Overseas Credits:

Overseas Course Contact Hours:

Howard University Course Equivalent:

Howard University Course Number (ex: HIST 101):  Howard University Credits:

Print Faculty Name & Title:

Department Signature:

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Overseas Course Title:

Overseas Course Number:

Overseas Credits:

Overseas Course Contact Hours:

Howard University Course Equivalent:

Howard University Course Number (ex: HIST 101):  Howard University Credits:

Print Faculty Name & Title:

Department Signature:

Overseas Course Title:

Overseas Course Number:

Overseas Credits:

Overseas Course Contact Hours:

Howard University Course Equivalent:

Howard University Course Number (ex: HIST 101):  Howard University Credits:

Print Faculty Name & Title:

Department Signature:

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Overseas Course Title:

Overseas Course Number:

Overseas Credits:

Overseas Course Contact Hours:

Howard University Course Equivalent:

Howard University Course Number (ex: HIST 101):  Howard University Credits:

Print Faculty Name & Title:

Department Signature:

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Overseas Course Title:

Overseas Course Number:

Overseas Credits:

Overseas Course Contact Hours:

Howard University Course Equivalent:

Howard University Course Number(ex: HIST 101):  Howard University Credits:

Print Faculty Name & Title:

Department Signature:

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**STOP! Only use this page, IF** a course that you want to take abroad is offered for more than 3-credits. Review the *course contact hours* in the syllabus to determine whether you can request that two HU courses be given for one overseas course that is 6+ credits. This is most often an option with language related course. Review the “course contact hours” or “classroom hours” for the course abroad and understand Howard courses follow this formula: **3 credits- 45 contact hours, 6 credits- 90 contact hours, etc.**

For example: an Intensive Spanish Class abroad could equal HU Spanish I **AND** Spanish II

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**IF APPLICABLE, list a 2nd course requested for HU credit. The 2nd course must be within the same dept. that you would like to gain credit for because the course contact hours equal or exceed 90 contact hours.**

Overseas Course Title:

Overseas Course Number:

Overseas Credits:

Overseas Course Contact Hours:

Howard University Course Equivalent:

Howard University Course Number (ex: HIST 101):  Howard University Credits:

Print Faculty Name & Title:

Department Signature:

**IF APPLICABLE, list a 2nd course requested for HU credit. The 2nd course must be within the same dept. that you would like to gain credit for because the course contact hours equal or exceed 90 contact hours.**

Howard University Course Equivalent:

Howard University Course Number (ex: HIST 101):  Howard University Credits:

Print Faculty Name & Title:

Department Signature:

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PARTICIPATION IN THE STUDY ABROAD PROGRAM AND THE ABOVE PROPOSED COURSES ARE APPROVED BY:

**Academic Advisor, Concentration Coordinator, Department Chair, Director of Undergraduate Studies or Dean**

**Print Full Name:**

**Signature:**

**Title/Position:**

**Phone Number:**

*For Office Use Only*

**#STUDYABROADSOBLACK**



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