



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.
2. The Dean, Department Chair or faculty member is required to sign this form.
3. This form should be saved as a PDF using the title: *Student Name, term abroad, location* (ex. Billy Jean, Fall 18, Senegal)
4. **This form should be uploaded to the study abroad applications 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 course abroad for pass/ fail is not an option.**
- Courses may be changed upon arrival to the overseas host institution and any changes must be approved using the *Post- Departure Course Approval Form*. When abroad **ONLY** the Dean or Department Chair can approve course for Howard credit.
- **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 must be approved and will be posted on the Howard record following the study abroad experience

First Name:

Last Name:

Student ID:

Email Address:

Provider:

Term Abroad:

Program Location:

Country:

Classification Prior to Study:

Major:

Today's Date:

Overseas Course Title:

Overseas Course Number:

Overseas Credits:

Overseas Course Contact Hours:

Howard University Course Equivalent:

Howard University Course Number:

Howard University Credits:

Department Signature:

Overseas Course Title:

Overseas Course Number:

Overseas Credits:

Overseas Course Contact Hours:

Howard University Course Equivalent:

Howard University Course Number:

Howard University Credits:

Department Signature:

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Department Signature:

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Overseas Course Number:

Overseas Credits:

Overseas Course Contact Hours:

Howard University Course Equivalent:

Howard University Course Number:

Howard University Credits:

Department Signature:

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

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:

Howard University Credits:

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:

Howard University Credits:

Department Signature:

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

Dean or Academic Advisor,

Print Full Name:

Signature:

Email Address:

Phone Number: