



TULANE

Newcomb-Tulane College

Study Abroad

Study Abroad Course Approvals for Academic Program Requirements

Credits earned on NTC study abroad program are automatically listed as general elective credit on your Tulane transcript for courses taken within business, architecture, liberal arts, public health, and science & engineering fields. Courses appear on the student's transcript with the program course title, grade, number of credits, the Tulane departmental prefix and an OSA course number (i.e. 1290, 5190, 5380, or 5390). **Study abroad courses do not automatically count for NTC major/minor/core requirements.**

Instructions:

- Use this form to request specific course equivalencies for courses for which you are seeking major/minor or other academic program requirements. (Translation: **Use this form only if you need a study abroad course “to count” towards a major/minor requirement.**)
- This form should be used courses taken on Tulane-approved study abroad programs only.
- This form cannot be used if you studied abroad on a leave of absence.
- This form cannot be used for business course equivalencies. Please direct those inquiries to your Freeman advisor.
- When submitting the form to departmental approvers, include **course syllabi as attachments**. If you do not have a course syllabus, contact your program provider or check their website.
- Requests for courses to fulfill a **NTC core attributes** should be directed [here](#).

To be completed by the student:

Name	
Student ID	
Study Abroad Program Name/Location (e.g. IFSA Buenos Aires)	
Term course was taken (e.g. spring)	
Year course was taken	

STEP 1: Check to see if courses have been pre-approved for a Tulane course equivalency. (To be completed by the student.)

Some study abroad courses have been pre-approved for course articulations. Students should consult this [website \(https://cge.tulane.edu/course-equivalencies\)](https://cge.tulane.edu/course-equivalencies) to see if their courses have been pre-approved. (Courses are organized by discipline.) If your course is on the pre- approved list and it fulfills the academic requirement that you need (e.g. 3000 level cultural anthropology course), enter relevant information below:

Course 1

Study Abroad Course Title (e.g. Media and Politics in Peru)	
Degree Audit Placement (see Column G)	

Course 2

Study Abroad Course Title (e.g. Media and Politics in Peru)	
Degree Audit Placement (see Column G)	

Course 3

Study Abroad Course Title (e.g. Media and Politics in Peru)	
Degree Audit Placement (see Column G)	

Course 4

Study Abroad Course Title (e.g. Media and Politics in Peru)	
Degree Audit Placement (see Column G)	

STOP! If all of the courses for which you are seeking equivalencies are on the spreadsheet, you are done! You may submit now to crystal@tulane.edu without additional departmental approvals.

STEP 2: Request equivalencies for courses that have not been pre-approved.

If your study abroad course(s) are not on the spreadsheet, you must request course equivalencies with the relevant Tulane department. Students should work directly with departments, following their protocols, in requesting course equivalencies (consult department website, Director of Undergraduate Studies, or Department Chair as appropriate).

Faculty Instructions

- Courses from abroad can be approved and processed by the OSA for **up to one area of a student's degree audit**. Students should speak with their major/minor advisors of secondary programs to inquire about the potential for a course to count in more than one area of a study.
- **Courses can be granted a 5-year approval** if there is no variability in how the course should appear on a degree audit for different students. These courses will be listed as pre-approved courses on the NTC Office of Study Abroad's website. If you choose to authorize a 5 year approval, your department will not have to approve the same courses taken by multiple students in the same program. The NTC Office of Study Abroad highly encourages 5-year approvals. The courses that are approved by the department for 5 years will be reevaluated 5 years from the date below.
- Faculty may also approve courses as a "one-off." This is a better option if the study abroad course has variability in how it is placed in a degree audit. In these cases, the department approver can enter the course into the degree audit (<https://registrar.tulane.edu/degree-audit/degree-works-faculty-staff>). Faculty should still email a copy of this form to crystal@tulane.edu so we have verification that the course was approved.

Student Instructions

- Fill out the top section for each course for which you are seeking a Tulane course equivalency.
- Send your syllabi to faculty approvers as attachments.

COURSE 1

To be completed by student:

Study Abroad Course Name (e.g. Media and Politics in Peru)	
Study Abroad Subject Code as listed on the course syllabus (e.g. COMM-2700)	

To be completed by faculty:

Academic Program for which student should receive credit (e.g. PSIR major, EBIO minor, or certificate program)	
Degree Audit Placement: Enter the precise placement of the course in the student's degree audit. (e.g. Req. 3 for political science major electives)*	

Can this course receive a 5 year approval with the degree audit placement referenced above?*	_____ YES
	_____ NO

***This information is required. The form will be returned back to the faculty member if left blank**

COURSE 2

To be completed by student:

Study Abroad Course Name (e.g. Media and Politics in Peru)	
Study Abroad Subject Code as listed on the course syllabus (e.g. COMM-2700)	

To be completed by faculty:

Academic Program for which student should receive credit (e.g. PSIR major, EBIO minor, or certificate program)	
Degree Audit Placement: Enter the precise placement of the course in the student's degree audit. (e.g. Req. 3 for political science major electives)*	
Can this course receive a 5 year approval with the degree audit placement referenced above?*	_____ YES
	_____ NO

***This information is required. The form will be returned back to the faculty member if left blank**

COURSE 3

To be completed by student:

Study Abroad Course Name (e.g. Media and Politics in Peru)	
Study Abroad Subject Code as listed on the course syllabus (e.g. COMM-2700)	

To be completed by faculty:

Academic Program for which student should receive credit (e.g. PSIR major, EBIO minor, or certificate program)	
Degree Audit Placement: Enter the precise placement of the course in the student's degree audit. (e.g. Req. 3 for political science major electives)*	
Can this course receive a 5 year approval with the degree audit placement referenced above?*	_____ YES
	_____ NO

***This information is required. The form will be returned back to the faculty member if left blank**

COURSE 4

To be completed by student:

Study Abroad Course Name (e.g. Media and Politics in Peru)	
Study Abroad Subject Code as listed on the course syllabus (e.g. COMM-2700)	

To be completed by faculty:

Academic Program for which student should receive credit (e.g. PSIR major, EBIO minor, or certificate program)	
Degree Audit Placement: Enter the precise placement of the course in the student's degree audit. (e.g. Req. 3 for political science major electives)*	
Can this course receive a 5 year approval with the degree audit placement referenced above?**	☐ YES ☐ NO

***This information is required. The form will be returned back to the faculty member if left blank**

Faculty Name	
Department	
Faculty signature	
DATE	

Completed forms should be emailed to crystal@tulane.edu by either the student or faculty member.