

Request for Course Equivalency

Newcomb-Tulane College

Study Abroad

The NTC Office of Study Abroad receives transcripts directly from approved study abroad programs. Students enrolled in approved Tulane programs automatically receive Tulane University *elective credits* for the courses taken in the fields of Architecture, Liberal Arts, Public Health, and Science & Engineering. Each course is assigned one of the authorized Office of Study Abroad (OSA) course numbers: 1290, 5190, 5380, or 5390. Courses appear on the student's transcript with the program course title, grade and credits, the Tulane departmental prefix and the OSA course number.

Example:

Overseas Course Listing	HI2500 Twentieth-Century Britain
Tulane Transcript Listing	HISE 5380 Twentieth-Century Britain
	A- 4.0 (Elective credit)

Requesting Departmental Course Equivalencies

Academic departments determine whether courses taken abroad will be articulated for major/minor credit and assigned relevant Tulane course numbers.

Requests for course equivalency should be submitted to the Office of Study Abroad before, during or after attending the program, depending on the process set in place by the individual department.

Process:

1. Students should bring this course equivalency form, syllabus, course assignments, or any other relevant documentation to the undergraduate studies chair of the department in which they are seeking course equivalencies.
2. Students can then bring the form back to OSA (6901 Willow Street) or have the faculty member email the form to Joanie Vicknair (crystal@tulane.edu)

Student Information

Student Name:	Tulane ID#:
Telephone:	Tulane Email:
Program Name and Location:	Semester Abroad:

Course Equivalency Information

Overseas Course Name (and number, if available)	Tulane Course Number	Number of TU Course Credits	Chair or Designated Faculty: Print and sign name	One time approval or approval for 3 years?***
				___ one time approval ___ approval for 3 yrs.
				___ one time approval ___ approval for 3 yrs.
				___ one time approval ___ approval for 3 yrs.
				___ one time approval ___ approval for 3 yrs.
				___ one time approval ___ approval for 3 yrs.

***Departmental designees can opt to approve courses on a one-time basis, or they can grant blanket approval for all students who take the course on the same program for a period of three years. If you give three-year approval, the course will be added to a master list of courses maintained by the NTC Office of Study Abroad. Subsequent students who enroll in this course abroad will not have to seek course equivalency but will automatically be granted pre-approved course equivalencies. After three years, the course will need to be re-approved by the relevant department.