



Study Abroad Course Planning Tool

Instructions For Students

Course Planning	Academic Advising	Course Approvals	Form Submission
<ul style="list-style-type: none">• Planning degree requirements to be fulfilled abroad.• Students can take courses that do not have Rutgers equivalent for general elective credit.• Research study abroad course offerings.• List desired study abroad courses in your	<ul style="list-style-type: none">• Meet with your Study Abroad Advisor for assistance with Table A.• Meet with your Academic Advisor to discuss your study abroad plans and courses.	<ul style="list-style-type: none">• For courses not listed in the Course Equivalency Database, complete Table B.• Bring course descriptions and/or syllabi to relevant faculty.• Have faculty fill out a row on Table B for each course approval.	<ul style="list-style-type: none">• Scan and upload completed form to your study abroad application BEFORE departure.• If you take different courses abroad that need approval, submit a new Table B.

Name (Last, First)			Major/Minor		
Email			RUID		
Study Abroad Program Name			Program Location		
Campus	Camden	Newark	New Brunswick	Year	
Program Term					
	Academic Year	Fall Semester	Winter	Spring Semester	Summer

- Process:**
- Fill out Table A with your intended courses.
 - Use the Course Equivalency Database to find previously approved study abroad courses.
 - Consult with your study abroad advisor and academic advisor to review your Table A.
 - For courses not in the Course Equivalency Database, write those in Table B. They will need approval.
 - For new course approvals, on Table B, obtain study abroad syllabi and course descriptions. Meet with the Chair of the Department that would offer the course to get approval signatures.
 - Transfer newly approved courses to Table A.
 - Upload the completed form to your study abroad application.

Course Planning Tool (Table A)

Use this tool to list courses you're interested in taking abroad. Be sure to meet with your Academic Advisor to discuss your study abroad plans and the courses you intend to take. Please be sure to have 4-5 first choices and 4-5 second choices as a backup-up plan as course enrollment is not guaranteed. If you are taking the course(s) for graduation credit only, select General Elective.

ALL students need to fill in **Table A**.

[illegible]

☐ Check here if your study abroad experience will fulfill the SAS Core CCO. To meet this requirement, your program must be 12 credits for semester study or 6 credits for summer. This does not apply to winter or embedded programs.

Course Equivalency Requests (Table B)

If a potential study abroad course is not on the Course Equivalency Database (CED) or part of a faculty-led program, request approval from the appropriate department Chair or Undergraduate Director. Bring the proposed course descriptions and/or syllabi and obtain a departmental signature for each course. After obtaining approval, enter information into Table A.

COURSE APPROVAL REQUEST #1				
To be completed by Student				
SA Course Code	SA Course Name	# SA Credits	SA Course Language	
To be completed by Approving Faculty				
RU Equivalent Course Code	RU Course Name	RU School / Department	# RU Credits	RU Course Credit Type (EX: Major, Minor, SAS Core)
RU Approving Faculty Name	RU Approving Faculty Signature	RU Approving Faculty Email	Approval Date	Core? (Y/N)
COURSE APPROVAL REQUEST #2				
To be completed by Student				
SA Course Code	SA Course Name	# SA Credits	SA Course Language	
To be completed by Approving Faculty				
RU Equivalent Course Code	RU Course Name	RU School / Department	# RU Credits	RU Course Credit Type (EX: Major, Minor, SAS Core)

RU Approving Faculty Name	RU Approving Faculty Name (print clearly)	RU Approving Faculty Email	Approval Date	Core? (Y/N)

COURSE APPROVAL REQUEST #3				
To be completed by Student				
SA Course Code	SA Course Name	# SA Credits	SA Course Language	
To be completed by Approving Faculty				
RU Equivalent Course Code	RU Course Name	RU School / Department	# RU Credits	RU Course Credit Type (EX: Major, Minor, SAS Core)
RU Approving Faculty Name	RU Approving Faculty (print clearly)	RU Approving Faculty Email	Approval Date	Core? (Y/N)
COURSE APPROVAL REQUEST #4				
To be completed by Student				
SA Course Code	SA Course Name	# SA Credits	SA Course Language	
To be completed by Approving Faculty				

RU Equivalent Course Code	RU Course Name	RU School / Department	# RU Credits	RU Course Credit Type (EX: Major, Minor, SAS Core)
RU Approving Faculty Name	RU Approving Faculty (print clearly)	RU Approving Faculty Email	Approval Date	Core? (Y/N)

COURSE APPROVAL REQUEST #5

To be completed by Student

SA Course Code	SA Course Name	# SA Credits	SA Course Language
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To be completed by Approving Faculty

RU Equivalent Course Code	RU Course Name	RU School / Department	# RU Credits	RU Course Credit Type (EX: Major, Minor, SAS Core)
RU Approving Faculty Name	RU Approving Faculty (print clearly)	RU Approving Faculty Email	Approval Date	Core? (Y/N)

COURSE APPROVAL REQUEST #6

To be completed by Student

SA Course Code	SA Course Name	# SA Credits	SA Course Language
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To be completed by Approving Faculty				
RU Equivalent Course Code	RU Course Name	RU School / Department	# RU Credits	RU Course Credit Type (EX: Major, Minor, SAS Core)
RU Approving Faculty Name	RU Approving Faculty (print clearly)	RU Approving Faculty Email	Approval Date	Core? (Y/N)

As a study abroad student, it is your responsibility to:

- Consult with academic advisors, undergraduate program directors, and study abroad coordinators to identify courses/syllabi abroad that will be awarded as Rutgers credits for major, minor, or gen ed requirements necessary for degree completion.
- The submission of the form must be completed before you depart for your program. Forms submitted after this time may not be accepted.

By signing and submitting this form, I certify that I have read and understand the policies as stated above.

Student Signature

Date