

Rutgers Study Abroad Course Equivalency Approval Guidelines for Academic Departments

The RU Study Abroad Course Equivalency Database (<https://studyabroadprograms.rutgers.edu/>) is a searchable index of study abroad courses that have been reviewed and approved by Rutgers faculty for equivalent credit at Rutgers. Designed to **(a)** help students explore course offerings at partner schools, and **(b)** offer faculty a resource to begin curriculum advising with any potential study abroad student, this database is not intended to replace formal academic advisement or specific guidance given by any school or department.

Like all course offered as a part of a RGSA program, the courses found on this list will afford students Rutgers credits (i.e. are not considered transfer credit) and contribute to a student's GPA. When considering enrollment, student must meet all pre-requisites and eligibility requirements outlined by both the partner institution and Rutgers departments.

Note: All courses in this database are offered by an approved program or partner institution that has been thoroughly vetted for academic quality and rigor. However, students are not restricted to the courses solely listed in the database. As additional courses are evaluated, they will be incorporated into the record.

Existing Courses and Longevity of Approval

All courses will be listed with dates (semesters) for which the equivalent has been reviewed. Courses will be considered approved for a 5-year period and this will be notated in the last column of the database (Note: RGSA will amend the date currently listed and will change that column to indicate the "Approval time period" (I.e. Approved through Spring 2023). Students intending to take courses that are listed in the database after the approval time period must seek re-approval by filling out a new Course Equivalency Form (CEF).

New Course Approvals or Course Re-Approval of Expired Courses

Each department should designate a Study Abroad Liaison for approval of foreign coursework (i.e. classes taught at an international partner institution or offered via one of our approved study abroad providers). In cases where a liaison is not identified, students will be advised to seek approval from the undergraduate director.

Requests for courses to be approved may come from either the Rutgers Global–Study Abroad office or directly from the student. In either case, the request for approval should be considered when the student or RGSA provides detailed course information from available course catalogs, online descriptions, as well as copies of academic syllabi. (In special cases, there will be an option for faculty approve a course for an individual student and not have this course automatically become part of the database. This option must be supported by sound rationale for exclusions, as approvals granted for one student should be considered universal.)

Recommended Elements of Syllabi needed for Efficient Evaluation

- Partner University Information
- Name of School and Department offering the course
- Assigned readings (e.g. textbook, publications utilized, course materials) when available ...
- List of topics covered throughout the semester
- List of assignments and how grades are computed (% weight of various assignments)

- Contact or Credit hours for each course.
- Any requirement specific to the department and discipline (learning objectives, accreditation, if any etc.)

Courses Approved by Multiple Departments

On occasion, a study abroad course in the database is approved by more than one department. In these cases, you may see multiple entries. Note: While the same course can be used to fulfill multiple graduation requirement if approved by the school advisors, a student can only earn credit/GPA once for the same course.