

# Request for Course Equivalency

## Credit from Abroad = Elective Credit

Students on Office of Study Abroad programs automatically receive Tulane University grades and elective credits for the courses taken on Tulane study abroad programs within Architecture, Liberal Arts, Public Health, and Science & Engineering fields. Each course is assigned one of the authorized Office of Study Abroad (OSA) course numbers: 1290, 2390, 5380, or 5390. Courses appear on the student's transcript with the title, grade, credits, and OSA course number.

Example: Twentieth-Century Britain HISE 5380 A- 4.0. This is elective credit.

## Requesting Course Equivalency

Academic departments determine how courses from Tulane study abroad programs apply towards major requirements. The department may require that majors seek approval to have a particular course taken abroad appear as a particular Tulane course on the degree audit. Before going abroad, the student should find out by emailing his/her advisor:

1. Who is responsible for processing requests for course equivalency in the department (the Chair or another designated faculty member)
2. When the student should submit requests (while abroad or after returning), and
3. What the procedure is for doing so.

## Submitting the Approval from Abroad

The student should ask the faculty member who has approved the course equivalency to email the OSA indicating his/her approval to: [crystal@tulane.edu](mailto:crystal@tulane.edu) The faculty mentor should include the name of the course taken abroad and the number of the Tulane equivalent course. This message must be sent directly to Joanie Vicknair at [crystal@tulane.edu](mailto:crystal@tulane.edu) from the faculty member (not forwarded by the student) in lieu of a signature.

## Submitting the Approval in Person

This form can be used to process the request before, during or after the student attends the program abroad. Attach additional forms if necessary. The student should try to submit the completed form to Joanie Vicknair before the international transcript arrives and is processed with the Registrar.

## Request for Course Equivalency

Overseas Course Name (and number, if available)	Tulane Course Number	Tulane Course Credits	Chair or Designated Faculty Member's Name & Signa

Student's Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Major Advisor's Name: \_\_\_\_\_ Major Advisor's Department: \_\_\_\_\_

**If you are given departmental approval to add these courses to a master list of courses with blanket approval and established equivalency please sign below:**

**Department Chair's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_