

# STUDY ABROAD

## Course Approval Form

Political Economy, Global Studies and other International & Area Studies Programs

A maximum of **three** courses taken abroad may count for requirements in a major. These courses must conform to standards set by International & Area Studies. Please read the information below.

### Before going

Bring program information and course descriptions to an IAS advisor in 101 Stephens Hall via an appointment. We will review them and advise you on your selections. **However, you will not receive a guarantee in advance that the courses will count for your major.** In addition, students going on an independent study abroad program (non-EAP) are strongly advised to see a Study Abroad Advisor in the Office of Admissions to be sure courses will officially transfer to your UCB transcript (Please see "Information for UC Berkeley Students Planning to Study Abroad").

### Criteria for course approval

All courses taken abroad must conform to standards used for our own UCB courses. They must:

1. Be upper-division (if counting for upper-division requirements in the major)
2. Be taken at an accredited 4-year university or college
3. Be taken for a letter grade
4. Be comparable in instructional hours (at least 4.5 quarter units or 3 semester units)
5. Not duplicate courses you have already taken at UCB

### Getting Courses Approved

Upon your return, please submit the following materials to an IAS Advisor in 101 Stephens via an appointment:

- The completed Study Abroad course evaluation form (on reverse side).
- A syllabus in English. If translated from another language, attach the original foreign language syllabus to the typed English version. The syllabus must include the following information:
  - a description and summary of the course,
  - required texts and readings,
  - course outline, week by week,
  - how the course is graded.
- For EAP course work: Depending on the university abroad, your coursework will appear on your UCB transcript usually within one semester of your return. Please speak with the EAP office for information on this. You should not wait for this process to be complete before submitting your paperwork to IAS.
- For non-EAP Programs: In addition to the first two items listed above, please submit:
  - Information about the course level (e.g., proof that it's upper-division)
  - A (unofficial or official) transcript showing your courses and grades as soon as a copy is available. You need not wait for transcripts to start the approval process.

Keep any papers, exams, or other materials as you may be asked to provide more information.

# Study Abroad Course Evaluation Form

Before requesting a review of your courses, please read the reverse side of this form. If your courses are appropriate for the major, complete the form below, attach the necessary supporting documents, and submit to an IAS advisor via an appointment. **Insufficient information will result in non-approval.**

Name \_\_\_\_\_ SID Number \_\_\_\_\_ Date \_\_\_\_\_  
Email Address \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

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**Program (check one):**     UC Berkeley EAP     Non-EAP

1) Dept. & Course # \_\_\_\_\_ Sem/Yr. \_\_\_\_\_ Instructor \_\_\_\_\_  
Course Title \_\_\_\_\_ Unit Value \_\_\_\_\_  
University \_\_\_\_\_ Country \_\_\_\_\_  
Requirement this course fulfills \_\_\_\_\_

Approved  
Denied

2) Dept. & Course # \_\_\_\_\_ Sem/Yr. \_\_\_\_\_ Instructor \_\_\_\_\_  
Course Title \_\_\_\_\_ Unit Value \_\_\_\_\_  
University \_\_\_\_\_ Country \_\_\_\_\_  
Requirement this course fulfills \_\_\_\_\_

Approved  
Denied

3) Dept. & Course # \_\_\_\_\_ Sem/Yr. \_\_\_\_\_ Instructor \_\_\_\_\_  
Course Title \_\_\_\_\_ Unit Value \_\_\_\_\_  
University \_\_\_\_\_ Country \_\_\_\_\_  
Requirement this course fulfills \_\_\_\_\_

Approved  
Denied

4) Dept. & Course # \_\_\_\_\_ Sem/Yr. \_\_\_\_\_ Instructor \_\_\_\_\_  
Course Title \_\_\_\_\_ Unit Value \_\_\_\_\_  
University \_\_\_\_\_ Country \_\_\_\_\_  
Requirement this course fulfills \_\_\_\_\_

Approved  
Denied

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|-------------------------------------------------------------------------------------------|
| <p><i>Evaluated by:</i> _____ <i>Date:</i> _____<br/><i>Comments:</i> _____<br/>_____</p> |
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