

STUDY ABROAD COURSE APPROVAL FORM - INSTRUCTIONS

Adding Course

Once you have entered the institution name for your first class, please select the institution's name by click on the institution link below before entering your next class

A Year & Term Fall 13 2013-14 Spring 14
 Fall 14 2014-15 Spring 15

B Institution Name

Institution

C Start Date of Course (format: MMDDYYYY)
End Date of Course (format: MMDDYYYY)
Number of semesters/
trimesters/quarters 1 semester ▾

D Course Title

E Course Number

F Course Web Site
(format: http://www.barnard.edu/~)

G Course Description
Please include, if possible, number of weeks,
hours per week and format
(lecture, seminar, studio, tutorial).

H Points 3 ▾

I Requirement or College Elective

Select One or Two
Major Requirement
Minor Requirement
College Elective
Foreign Language

J Department Through
Which Seeking Credit Africana Studies ▾

Letters in the blank Course Approval Form above correspond to the detailed instructions below.

- A.** Indicate the year and semester or semesters you will be **studying abroad**
- B.** Select your program or institution from the drop-down menu. If your program is not listed, select the option that provides the most information about your study abroad location.
- C.** Enter the start and end dates of the course.
 - Note: When you file another course form you can automatically fill in the information provided in A, B, and C by clicking on "Institution," then on the name of your program or host institution which will appear in the pop-up window.
- D.** Enter the official title of the course as indicated in the program or host institution's course guide.

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E. Enter the course number as indicated in the program or host institution's course guide. If your program or institution does not provide course numbers, enter "n/a."

F. Enter a link to the syllabus or the course website, if one is available. If not, enter "n/a." **DO NOT** submit a link to the general institution's website.

G. Under Course Description, please provide as much of the following information as you can. Keep in mind that the number of characters you can enter into the dialogue box is limited.

- Brief course description (you may copy this from an online catalog, departmental website, or syllabus)
- Number of weeks the course meets
- Number of contact hours per week and/or the total number of contact hours for the semester, if this information is available to you
- Type or types of instruction the course comprises (e.g., seminar, lecture, tutorial, studio, discussion group)
- Means of assessment
- Number of credits granted by the host institution
- If you have a pdf of the syllabus, please email it to registrar@barnard.edu with an explanation

H. Please enter the number of Barnard credits you are requesting.

- If your program or university does not provide the U.S. semester credit value for courses, you should familiarize yourself with its credit equivalency system. If there is any uncertainty, estimate up, not down. Barnard does not grant more points than a student requests, even if the course is worth more.
- Barnard never awards more points for a course than the host institution grants, even if the course evaluator has approved it for more.

I. Enter the type of credit you are requesting for the course. You may choose more than one option. Please note that a course must be worth at least 3 Barnard credits to satisfy major, minor or General Education requirements. Independent Study projects cannot be used to satisfy General Education requirements.

J. Enter the department through which you are requesting credit for the course.

- You may edit or delete course forms that have not yet been reviewed. Once an evaluator has entered a response, you can no longer make changes.
- Should your course selection change while you are abroad, please submit the new courses online as soon as possible. Delete approval requests for courses you will not be taking if they have not yet been evaluated.