

STUDY ABROAD COURSE FORM GUIDELINES

Non-TU students and students participating on TU faculty-led programs or the TU Global Internship Program are NOT REQUIRED to complete this form.

1. Complete all the shaded areas on this form. DO NOT COMPLETE THE NON-SHADED AREAS.
2. Meet with your academic advisor to determine the credits and courses remaining to complete your degree at TU and to discuss and review your course selections abroad. At your meeting, have your academic advisor sign your *Study Abroad Course Form*.

IMPORTANT: Students may NOT take MNGT 481, any upper level Accounting courses (except ACCT 341), or any Finance courses (except FIN 331, FIN 350, and FIN 436) abroad.

3. Search for the courses you intend to take abroad in the *TU Study Abroad Standard Course Equation Database*.
4. **If a course that you intend to take abroad IS LISTED in the database you DO NOT NEED to obtain approval from the relevant academic department.** Instead, verify you meet any necessary prerequisites for the course and submit the following items to the TU Study Abroad Office by the deadline:
 - **Relevant course information page** from the TU Study Abroad Standard Course Equation Database
 - **Study Abroad Course Form** with completed shaded areas and Academic Advisor's signature
5. **If a course that you intend to take abroad IS NOT LISTED in the database take the following items to the relevant academic department office on-campus** and then submit your completed Study Abroad Course Form to the TU Study Abroad Office by the deadline:
 - **Study Abroad Course Form** with completed shaded areas and Academic Advisor's signature
 - **Course description (and syllabus if available).** Official course descriptions and syllabi of the courses that you intend to take overseas are usually available online, in the program brochure, or upon request from the program provider. *All Business departments (except Economics) require a detailed syllabus for all courses.*
 - A copy of your current **Academic Requirements Report and/or signed Academic Advising Sheet.** *All business departments require both an Academic Requirements Report and a signed Academic Advising Sheet.*
 - *Business courses only:* **Information on the accreditation agency** for the university or program overseas.

Helpful hints:

- ✓ Get more courses equated than you will need! When you arrive overseas you may find that some courses are not on offer, there may be schedule conflicts, or you may simply change your mind.
- ✓ Each academic department has regulations concerning how many credits towards your major/minor may be taken off-campus.
- ✓ If you haven't taken the necessary prerequisites for a TU class, the academic department may not allow you to take it abroad. *NOTE: Students must meet all standard prerequisites for TU business courses.*
- ✓ If your schedule changes when you arrive at your host institution, you can request to have new courses equated from abroad. Contact your TU Study Abroad Advisor for instructions.
- ✓ Bring coursework, exams, and syllabi home with you in case you need to have courses equated retroactively. *NOTE: Students must bring all coursework back to TU to obtain final approval for all Foreign Language courses.*