

**ARCADIA UNIVERSITY – STUDY ABROAD COURSE APPROVAL & EQUIVALENCY FORM**  
**PLEASE DO NOT MAKE CHANGES TO THIS DOCUMENT. DOWNLOAD A COPY AND SAVE TO YOUR PERSONAL DRIVE.**

**Student Instructions:**

Ownership of your academics for study abroad begins with research and selection of courses that align with your academic plan. Completing the steps below, with support from your academic and study abroad advisors, will assist you in fulfilling your degree requirements while abroad.

- Review available course options on your program's website.
- Based on your academic plan, list 8-10 courses you would like to take during the semester you intend to study abroad.
  - Since courses are not guaranteed, please have alternative course options that are approved in case you need them.
- Present course selections, including syllabi or descriptions, to your academic advisor for course equivalency and approval.
- Major courses are approved by major advisors and minor courses are approved by minor advisors.
- For Arcadia Undergraduate Curriculum courses, [note that a petition is required upon return via this form](#).
- Previously approved courses can be found at <https://arcadia-transfer-equiv.com/transfer-equivalency-home.html>
- The signature of your academic advisor is required.
- Approval of your study abroad application is not complete until you return this completed form to your study abroad advisor.
- Please make a copy or take a photo for your records.
- Note that you will also need to enter your course selections into your online application.

**GE/GR policy:**

Students can complete this AUC requirement while abroad in one of two ways: 1) an online, 2 credit Global Connections Reflections course or 2) an in person course at select Arcadia Centers. The following in person courses fulfill the GE/GR requirement:

- **Granada** ANTH250 - Cultural Diversity in Contemporary Spain: Migrations, Identities and Historical Heritage
- **London** SOCG285 - London: Experiencing the Global City

If you do not list one of these courses on your Course Approval Form, you will automatically be enrolled in the online, 2 credit Global Connections Reflections course; if you list one of these courses on your Course Approval Form, you will not be automatically enrolled. If, for any reason, you do not enroll in this course, it is your responsibility to contact your study abroad advisor immediately in order to be added to the online course if possible.

**Credit load policy:**

You are required to register for a full-time academic course load as designated by the host institution. Many host institutions require heavier academic loads for full-time students beyond the 12 credit minimum required at Arcadia. Arcadia students must adhere to the host institution's policies.

**Advisor Instructions:**

A student's course selection has a direct impact on their academic success while abroad. Your guidance on maintaining academic progress and course equivalencies is appreciated.

- Assist students with the creation of their academic plan, including the term/s they intend to study abroad.
- Review course selections to ensure they assist your student in making academic progress.
- Since courses are not guaranteed, help your student with alternative course options.
- List the appropriate course equivalency based on the information available or historical data.
- Your approval is required in order for students to study abroad, please sign to indicate your approval.

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Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Major: \_\_\_\_\_

Study Abroad Program Name: \_\_\_\_\_ Study Abroad Term: \_\_\_\_\_

**Major/Minor Courses: Preferred & Alternative Preferences:**

Course Code & Name	Arcadia Equivalent Course Number	US Credits

**AUC/Other Elective Courses: Preferred & Alternative Preferences:**

Course Code & Name	Anticipated AUC Designation	US Credits

**Online Classes (if needed):**

<i>GCR 101 Global Connections Reflections</i>	<i>GE/GR</i>	<i>2</i>

*I understand that placement into specific courses is not guaranteed and I am responsible for petitioning courses for AUC designations*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Major Advisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Minor Advisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Administrative Use Only**

Study Abroad Advisor: \_\_\_\_\_ Date: \_\_\_\_\_ Program Type:  TCGS  Affiliated  Non Affiliated