The Study Abroad Course Approval Form certifies that your Arts and Sciences Academic Advisor is aware of your decision to study abroad and earn credit toward your degree program at Saint Louis University. It also provides you with information about how your courses, taken while abroad, may be used toward your degree requirements. Please read the following instructions carefully. The study abroad course evaluation process may take a minimum of four weeks to complete. Make sure that you begin this process in a timely manner.

**Step 1 - Getting Started**

- Complete all of the information at the top of the Study Abroad Course Approval Form.
- Using course catalogs and online course listings from the host university, list the titles of classes (in English) you intend to take during your time abroad. List additional classes in the event that a class is cancelled, changed, etc.
- Attach a course description for each course listed. If course information is not available for the semester you will be abroad, use course descriptions from prior semesters.

*If you plan to study abroad for more than one semester, you will need to use a Study Abroad Course Approval Form for each semester that you will be attending classes abroad.*

**Step 2 - Study Abroad Courses Being Used for a SLU Major, Minor, or Certificate Requirements**

Some courses may fulfill a requirement for you major, minor, or certificate. To have these courses reviewed for SLU equivalency, you must:

- Make an appointment with your academic program faculty mentor. Your mentor will review the course descriptions, provide an articulation of each course, and explain whether the course will apply toward your academic program.
- Have your faculty mentor sign and date the Study Abroad Course Approval form.
- Bring the signed Study Abroad Course Approval Form to your A&S Academic Advisor in the A&S Academic Advising Office (Verhaegen Hall, Room 215). Your academic advisor will contact you once the form has been reviewed and signed by a dean in the College of Arts and Sciences.

**Step 3 - Study Abroad Courses Being Used for your Arts and Sciences Core Requirements**

Some courses may fulfill A&S Core Requirements. To have these courses reviewed for SLU equivalency, you must:

- Leave this form with the attached course descriptions for your A&S Academic Advisor in the A&S Academic Advising Office (Verhaegen Hall, Room 215). Your academic advisor will review the course descriptions and consult with a dean in the College of Arts and Sciences to provide accurate articulations for your selected courses. Your academic advisor will contact you once your Study Abroad Course Approval Form is completed.
- Make a copy of the completed Study Abroad Course Approval Form for your records. Bring the original and your Study Abroad Check List to the Office of the Registrar (DuBourg Hall, Room 22).

**Step 4 - While Studying Abroad**

If you register for a course not listed on the Study Abroad Course Approval Form or if you were unable to obtain a course evaluation prior to going abroad (approved Option B students), then it is your responsibility to request a course evaluation. Email the course description or syllabus to your faculty mentor (courses related to a major, minor, or certificate) or to your A&S academic advisor (courses that may fulfill A&S core requirements). Ask for an evaluation of the course. Failure to obtain a course evaluation may affect the transfer of your credits earned in your program abroad. Forward/email a copy of the course evaluation to your A&S Academic Advisor and to the SLU Registrar’s Office so your study abroad file can be updated.