Students must seek approval for the courses they will take abroad to count for Agnes Scott College credit. This is done by requesting the department chair’s signature approval on the Application for Study Abroad Approval form, which is due to the Office of International Education (OIE) on March 1 every year for the following summer, fall and spring. For example, March 1, 2013 is the deadline for students studying abroad in summer 2013, fall 2013 and spring 2014. Often, however, students must change their course selection once they get abroad and seek new approvals by e-mail. This is perfectly acceptable. Below are some guidelines for approving study abroad courses.

1) All study abroad course approvals go to Liliane Spenlé in the OIE. They should not be sent to the Registrar, Dean Cannady or Jennifer Lund. In order for a student to get study abroad credit, an approval must be received by Liliane for every course that appears on the student’s foreign transcript, either on the approval form or by e-mail once the student arrives in-country. Upon receipt of the foreign transcript after completion of the program, Liliane attaches e-mail approvals to the student’s foreign transcript and study abroad approval form. From there, they are analyzed and converted into US grades and credits by Jennifer Cannady in Academic Advising. Finally, they go to Cheryl Green in the Registrar’s office, who enters the credit on the student’s record. The student’s entire file is held in the OIE until all approvals are received by Liliane.

2) Chairs are not responsible for figuring out the number of ASC credits a study abroad course should be worth, or whether a course abroad is worth a full ASC course. Jennifer Cannady, who is familiar with foreign credit scales and systems, makes this determination. Chairs only need to decide whether the content of the foreign course is valid for ASC credit.

3) The more specific the approval, the better. A study abroad course can be approved in the following ways:

- To count as a specific ASC equivalent, like English 213
- To count as a level of credit, like 300 level elective credit for the major or minor
- To count for a distributional, like “Fine Arts distributional”
- To count as general elective credit, not for any major, minor or distributional

4) Students must get an approval from the corresponding academic department for every study abroad course taken, even if she does need it to count for any specific requirement. Chairs may approve foreign courses that fall in their department for general elective credit even if it is not for the student’s major or minor. If the student takes a course for which there is absolutely no departmental equivalent, such as Italian or Electrical Engineering, Jennifer Cannady may approve courses for general elective credit only.

5) No individual chair can approve a course to count as the Social and Cultural Analysis standard. In order for a study abroad course to be counted as such, the student must submit a petition to Curriculum Committee for approval.

6) Only the department chair can approve study abroad courses. Other faculty in the department who are approached by students for approvals should direct the students to the department chair. Chairs do not need to consult with other faculty within the department before making a decision.

If you have any questions, please e-mail Liliane Spenlé at lspenle@agnesscott.edu or call 404-471-5480.