

Course Approval Form Instructions

All students who participate in Queens College Semester Abroad Programs (even non-QC students) must complete a Course Approval Form.

Students must reach out to corresponding department chairs/undergraduate advisors of that department to sign off on the Queens College equivalencies of the courses that you will be taking abroad.

This form guarantees that the courses that you will be taking abroad will transfer over to Queens College. **NOTE: Your study abroad grades will be counted towards your QC GPA.**

HOW TO COMPLETE THIS FORM

STEP 1: Fill out the top of the form, sign it and date it.

STEP 2: On the left side of the table on the bottom of the form, write the name of the study abroad courses you will be taking, followed by the number of credits in the host country.

You should write the number of American credits in the 4th column:

- **European Countries (Except for the UK, FUA & Greece):**
Divide the European credits (ECTS) by 2. If there is a .5, round up.

6 ECTS = 3 American Credits
10 ECTS = 5 American Credits
5 ECTS = 3 American Credits
4 ECTS = 2 American Credits
3 ECTS = 2 American Credits
- **UK:** 15 UK Credits = 4 American Credits
- **FUA & Greece:** Courses are usually 3 American credits each, unless otherwise noted.
- **Japan:** Courses are usually 2 credits or 4 credits each

NOTE ABOUT CLASSES:

If there is not an exact equivalent, a professor can give you 499 credits (elective credits). This just means that the exact course that you took abroad does not exist at Queens College, but you are still receiving credits for it. You can be granted more than one 499 course, and 499 classes can be worth different amounts of credits

- Ex: HIST 499 (3 credits) or SOC 499 (4 credits), etc.

If a course that you are taking is more than 3 American credits, there are two options:

1. If there is a Queens College equivalence, have the professor sign off on that 3-credit equivalence, and have them give you the difference in 499 Elective Credits:
 - Ex: Danish History course worth 10 ECTS = 5 American Credits. This can be broken up into:
HIST 164 (3 credits) – an example equivalence
HIST 499 (2 credits)
 - Ex: UK Business course worth 15 UK credits = 4 American credits
BALA 200 (3 credits) – an example equivalence
BALA 499 (1 credit)

- Etc.
2. Be granted 499 credits for that class (if the department approves):
 - Same Danish History course worth 10 ECTS = 5 American Credits: HIST 499 (5 credits)
 - Ex: UK Business course worth 15 UK credits = 4 American credits BALA 499 (4 credits)

If a class is worth less than 3 credits, (ex: many classes in Japan are worth 2 credits, but this can also be the case in Europe), you should ask to receive 499 credits for that class.

- Ex: Waseda University Political Science course: Introduction to International Relations (2 credits) = POLSCI 499 (2 credits)

STEP 3: Send the form to the corresponding department chairs/the undergraduate advisor of that department/major.

You can find this information by:

1. Googling: qc [department] chair or
2. Going to: www.qc.cuny.edu → Academics → Schools → [The department]

The chairperson/undergraduate advisor of the corresponding department will write what the Queens College equivalent is.

STEP 4: Fill out the “Course Approval Form Signatories” Form with information on who signed off on each course.

STEP 5: Email your completed forms to Blanche (bzahran@qc.cuny.edu)

For more detailed information:

See [this page](#) on our website (There is also a template email that you can send to departments)



Study Abroad Course Approval Form

Please type. Please see the instructions above for more information on completing this form. Write the names of your Course Approval Form signatories on the page after this.

Home College _____

Name _____
First Middle Last

CUNY ID # _____ Are you a Macaulay student? ☐ Yes ☐ No

Cell/Telephone No. (____) _____ Email _____

Full Address: _____

Program applied for: _____

This Course Approval Form is for: ☐ Fall _____ ☐ Spring _____

Will the term indicated be your last semester/session? ☐ Yes ☐ No **If yes,** please consult your advisor about graduation.

Study Abroad Program Approval

QC Study Abroad Director's Signature _____ Date _____

STUDY ABROAD COURSE	S.A. Credits	QUEENS COLLEGE COURSE EQUIVALENT	Q.C. Credits	SIGNATURE OF FACULTY ADVISOR(s)	DATE	FINAL GRADE (OFFICE USE ONLY)

Course Approval Form Signatories

Below, please provide information about who signed off on your Course Approval Form.

STUDY ABROAD COURSE	DEPARTMENT	PROFESSOR	Professor's Email