

# STUDY ABROAD COURSE APPROVAL GUIDE

## BACKGROUND

- Approximately 300 undergraduate Bentley students study abroad each year on academic year, semester, and summer programs.
- Students engage in coursework across all disciplines, receive Bentley credits, and their grades are factored into their Bentley GPA.
- Typically, students do not take more than 2 Major courses per semester abroad.

## APPROVING A COURSE

- Determine if the course has a direct Bentley equivalent
  - If there is too much overlap to allow a student to take both the course abroad and the specific Bentley course, the courses should be deemed equivalent.
- If the course has no direct Bentley equivalent, determine if it warrants elective credit in your department
  - We will assign the study abroad special topics code: 4100 for Business, 4900 for Arts & Sciences.
- Points to consider
  - **Syllabi:** syllabus format will vary greatly according to the standards of the host institution and country. We strive to obtain the most comprehensive syllabi possible; however syllabi may not be as detailed as Bentley's. Our partner universities ask that you use the material provided to make your best judgment.
  - **Rigor:** A lack of homework, quizzes or required readings should not be interpreted as a lack of rigor. For example, UK syllabi provide lengthy "recommended" reading lists only. Host institutions put a great deal of onus on the student to make sure s/he stays up to date with the course material and is prepared for class and final exams.
  - **Credits:** Our staff ensures that credits will be translated correctly so that you can focus your evaluation on course content. Foreign credits are not always calculated by contact hours alone. In some cases credits combine the number of hours students are expected to spend in and out of class studying.
  - **Prerequisites:** prerequisites are not always listed on the syllabus. The onus is on the student to make sure he or she has the appropriate background to enroll in a course.
- Timeline of Course Approvals
  - We encourage students to get their courses approved before departure.
  - We typically ask that you respond within 1 week to all course approval requests.
  - Students have an add/drop period upon arrival during which they may need additional courses approved for various reasons such as an unexpected change in course schedule, course cancellation, or because their university does not provide detailed course information until the semester begins. In these cases, a faster response time is needed. When this is the case, it will be clearly indicated in the course approval request e-mail.
- Who approves study abroad courses?
  - Each department should designate a study abroad course approver; this does not have to be the Department Chair.