

Course Approval Instructions for External and Exchange Study Abroad Programs

CONTENTS

How to Access the Workflow.....	1
Before you Depart: Submit Each Course through the Workflow	2
Adding a Pre-Approved Course to your Schedule	3
Adding a Write-In Course to your Schedule	5
Adding a Write-In GenEd to your Schedule.....	8
Submitted Requests.....	9
Denied Requests	9
Status Notifications.....	9
Final Pre-Departure Checks: Course Load, Consortium Agreement, Placeholder Course	10
While Abroad: Seek Retroactive Approval for Course Changes.....	10
Upon Return: Request Official Study Abroad Transcript.....	10

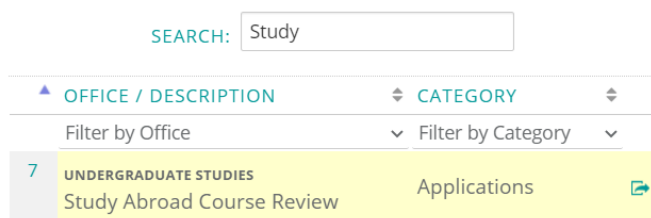
HOW TO ACCESS THE WORKFLOW

Once you have been approved to study abroad by Education Abroad, you will receive access to the Course Approval Workflow.

You can access the workflow by following these steps:

- Log into TUportal
- Click Student Tools Tab
- Under the **University Forms** channel, select **Study Abroad Course Review**

UNIVERSITY FORMS



BEFORE YOU DEPART: SUBMIT EACH COURSE THROUGH THE WORKFLOW

You will need to submit a separate request for each course. It is important to ensure you get enough courses approved. Semester students are required to take a full course load (equivalent to 12 credits).

For each new Request, users will be required to electronically sign the **User Acknowledgement** to move forward with the approval process.

USER ACKNOWLEDGEMENT * YOU MUST AGREE TO ALL IN ORDER TO CONTINUE

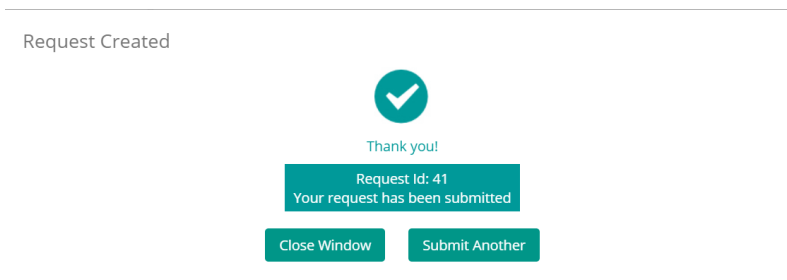
I understand that:

- Credit and grade scales vary by country and institution.
- The number of credits awarded for each approved course will be evaluated and determined upon review of my official study abroad transcript.
- If applicable, I understand that the course(s) I wish to take must be evaluated by the relevant department's designee before this request can be evaluated.
- Courses evaluated by Temple as equivalent to less than 2.5 credits will only be eligible for transfer as elective credit.
- Credits will only transfer for courses in which I earned a grade of C or better.
- To receive the Global/World Society waiver I must successfully complete credit-bearing coursework, with a C- or better, worth at least three semester hours in an approved summer or semester study abroad program with a minimum stay of 28 days.
- Grades will not transfer back to Temple and will not be factored into my Temple GPA.
- After approved transfer coursework is complete, I must have an official transcript sent to Temple University **Office of Education Abroad** for credits to be posted to my Temple academic record.
- If my external program does not offer an official transcript, I must request an official transcript from my external program's School of Record; **possibly at additional charge, see Study Abroad Portal for additional information for your specific program.**
- I will not be approved to take a course(s) at another institution abroad if I have previously attempted or received credit for the course at Temple.
- If I do not successfully complete any pre-requisites for the course(s) that I am requesting permission to take abroad, I must contact my advisor to discuss alternatives.
- To meet Temple University's residency requirements at least 45 of my last 60 credits must be taken at Temple. (Some majors have additional residency requirements).

You can submit a course approval request by adding a course to your Request from a list of pre-approved courses **or** by writing in a new course and uploading a syllabus. **See below for examples of each.**

Once you have finished adding the course to your Request, you can review and confirm before submitting.

Properly submitted requests will receive a confirmation with a Request ID Number.



Adding a Pre-Approved Course to your Schedule

1. Select Add Course

Study Abroad Request

THIS REQUEST IS FOR THE 2021 SPRING TERM

SEARCH:

Add Course

NO.	INSTITUTION	COURSE	CURRENT EQUIVALENCY	GENED?	ATTACHMENTS	ACTION
NO COURSES ADDED TO REQUEST						

Showing 0 to 0 of 0 entries

Previous Next

Any comments?


Submit

2. Search for your Study Abroad Institution and click 'next' (a list of institutions with pre-approved courses will be provided to you)

Add A Course ✕

SELECT INSTITUTION

SEARCH: ✕

INSTITUTION	CITY	STATE	COURSES
 American Business School	-	-	43
American Jewish University	Los Angeles	CA	12
American University (Washington DC)	Washington	DC	132

Previous 1 Next

Showing 1 to 3 of 3 entries (filtered from 537 total entries)

Don't see what you're looking for? Click [here](#) to write in the institution.

Previous Next

● ● ● ●

3. Pre-approved courses for your selected institution can be searched by the Temple or Host Institution course number or title. Once you have selected a course, click 'next'



SELECT COURSE AT AMERICAN BUSINESS SCHOOL

SEARCH:

NO.	INSTITUTION	TEMPLE	SUBJECT
1	ACC110 <i>Prin Financial Acct</i>	ACCT 2101 <i>Financial Accounting</i>	Accounting
2	FIN210 <i>Business Finance</i>	FIN 3101 <i>Financial Management</i>	Finance
3	FIN220 <i>Business Finance</i>	FIN T*** <i>Elective</i>	Finance

Showing 1 to 3 of 3 entries (filtered from 45 total entries)

Don't see what you're looking for? [Click here](#) to write in the institution.

Previous Next

Previous

4. Review the selected course and click 'Add'



REVIEW SELECTION

Institution American Business School

Course ACC110
Prin Financial Acct

Temple Equivalency ACCT 2101
Financial Accounting

Previous

Adding a Write-In Course to your Schedule

1. Select 'Add Course'

Study Abroad Request

THIS REQUEST IS FOR THE 2021 SPRING TERM

SEARCH:

Add Course

NO.	INSTITUTION	COURSE	CURRENT EQUIVALENCY	GENED?	ATTACHMENTS	ACTION
NO COURSES ADDED TO REQUEST						

Showing 0 to 0 of 0 entries

Previous Next

Any comments?

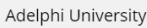




Submit

2. Click the link in the bottom righthand corner to write in your institution.

Add A Course

SELECT INSTITUTION

SEARCH:

INSTITUTION	CITY	STATE	COURSES
	All		
 Adelphi University	Garden City	NY	3
 Ajman University	-	-	28
 Albright College	Reading	PA	274
 Allegheny College (PA)	Meadville	PA	42
 Alvernia University	Reading	PA	260

Previous 1 2 3 4 5 ... 108 Next

Showing 1 to 5 of 537 entries

Don't see what you're looking for? Click [here](#) to write in the institution.

Previous Next

● ● ● ●

3. Enter the name of your study abroad program or host institution and click 'next'

Add A Course ✕

SELECT INSTITUTION

Click [here](#) to return to course selection.

Enter Institution Required
ex. Bucks County Community College

Previous Next

● ● ● ●

4. Enter the Course Number and Name as it appears on the syllabus and select 'next'

Add A Course ✕

SELECT COURSE AT AMERICAN BUSINESS SCHOOL

Click [here](#) to return to course selection.

Enter Course Required
ex. MATH 101 - College Algebra

Previous Next

● ● ● ●

5. To add a write-in course to your schedule, you are required to upload a syllabus and indicate if you are seeking GenEd credit for the write-in course. Click 'Add'. Requests submitted without a syllabus will be denied.

Add A Course ✕

REVIEW SELECTION

Institution American Business School

Course Math 101- Pre-Calculus

Temple Equivalency

GenEd Course? Use for GenEd? Required

Yes No

Attachments *This will help the evaluators determine a Temple equivalency

Upload A Syllabus

Previous Add

● ● ● ●

Adding a Write-In GenEd to your Schedule

1. Follow steps 1-4 from the **Adding a Write-In Course to your Schedule** section
2. Select 'Yes' if you are seeking GenEd credit for this write-in. You will be required to select which GenEd area you are hoping to fulfill. Prior to selecting a GenEd area, please review both the course syllabus, as well as [Temple's GenEd Area Goals](#).

Add A Course



REVIEW SELECTION

Institution

American Business School

Course

Art 101- Introduction to Art

Temple Equivalency

GenEd Course?

Use for GenEd?

Required

Yes No

Which GenEd

[Click here for help deciding which GenEd](#)

Arts



Attachments

*This will help the evaluators determine a Temple equivalency

Upload A Syllabus

Previous

Add



3. Upload the course syllabus and click 'Add'

Submitted Requests

Submitted Requests will be directed to your Education Abroad Program Manager who will assign each course to the relevant department's faculty evaluator. After each course has been evaluated, approved courses will be directed to your school/college academic advisor for final approval. You can view the status of your Request via TUportal:

- Click **Student Tools** tab
- Under the **University Forms** channel, select **Study Abroad Course Review** (it should autofill if you start typing).
- Select **See Previous Request** on the left-hand side of your screen. You can see all requests here,

including pending, approved and denied.

Denied Requests

Denied requests can be viewed in this section and will have a status of "Closed." You can click on the individual request to view comments explaining why your Request was denied. In the event your Request is denied, you will need to resubmit a new Request.

Status Notifications

An automated email will be sent to you after the following stages of the workflow process:

- Initial Submission
- Course Approval Denied (review the reasons and resubmit/submit new)
- Academic Advisor Approval
- Study Abroad Transcript is Received by Education Abroad
- Study Abroad credits have been posted to your Academic History

Final Pre-Departure Checks: Course Load, Consortium Agreement, Placeholder Course

- Double-check that you have enough courses approved before you depart.
- External Program Participants: Remember to submit your consortium agreement.
- Education Abroad (EAOC) will register you for a placeholder course at Temple.

WHILE ABROAD: SEEK RETROACTIVE APPROVAL FOR COURSE CHANGES

In the event you do not obtain enough approvals for a semester abroad or your course schedule changes once you are abroad, you must retroactively seek approval for courses by beginning a new Request.

UPON RETURN: REQUEST OFFICIAL STUDY ABROAD TRANSCRIPT

At the conclusion of your study abroad program you will need to request an official transcript to be sent to Education Abroad at the following address:

**Temple Education Abroad
200 Tuttleman Learning Center
1809 N. 13th Street
Philadelphia, PA 19122**

If your program offers electronic transcripts, an official transcript should be sent to program.manager@temple.edu. Electronic transcripts are encouraged.

From the time your transcript is received by Education Abroad, it may take up to four weeks for your study abroad credits to be posted to your Academic History.