

STUDY ABROAD

International Academic Programs

Study Abroad Course Evaluation Form

Students are responsible for understanding their degree requirements and how study abroad courses may apply towards those requirements. **The Course Evaluation Form** serves as a tool to build a study plan and obtain course evaluations (as necessary) when preparing for a program at a partner university. While it is not required to be submitted during the application phase, it will be required for students committed to a partner university program. This form is used to post credits to students' academic record upon completion of the program.

Information and Instructions:

- Consult with both a general academic advisor(s) and major/minor advisor(s) to learn which degree requirements are not yet completed.
- Review the [IAP Partner University Course Database](#) to see what courses have already been evaluated. **Important:** The database does NOT list all available courses at partner universities, but rather only courses that SBU academic departments have already evaluated. Links to the partner university course catalogs can be found on the individual program pages.
- Develop a list of potential partner university courses and indicate them on the form. Include any relevant documentation for each course such as course descriptions and syllabi if possible.
- The final version, completed with signatures, should be uploaded to the SBUAbroad portal ideally prior to program departure. If the form is not uploaded, credits will be processed as a general transfer credit or as the course has been previously evaluated by SBU, and credits earned may not be applicable towards specific degree requirements.
- Students that intend to use financial aid must be aware of any conditions that may be required, and should submit a copy of the completed Course Evaluation Form to the appropriate department. If registration changes result in non-compliance with the terms of the funding eligibility, it may be required to return any funds disbursed.
- Education systems in other countries are often different. Students are responsible for understanding and following the partner university's procedures and deadlines. If the credit and registration system at the host institution is not clear, students must contact their study abroad coordinator for assistance.
- If course updates are necessary, **use the existing form to indicate course changes/updates (print another "page 3" if more room is needed)**, obtain the new course evaluations/approvals from the appropriate department. The updated final version must be uploaded to the SBUAbroad Portal.

Study Abroad Course Evaluation Form

Name _____ SBU ID# _____ Country _____

Program/Host Institution _____ Term Fall Winter Spring Summer Year _____

Students should not enroll in courses that they have already completed. If a course abroad is determined to be equivalent to an SBU course previously completed, students will not earn credit for it twice. [Review the policy SBU Multiple Registrations for the Same Course](#)

Check if you intend to attempt to enroll in a course that you have previously taken.

Students are advised to obtain course evaluations/approvals for 6 to 8 courses, so that some may serve as back up if necessary.

- Major/minor course evaluation(s) should be submitted to the undergraduate director/or designated appointee in the appropriate academic department
- SBC course evaluation(s) should be submitted to the study abroad program coordinator for evaluation.

Non-SBU Students are advised to develop a study plan by indicating the courses on this form and uploading a copy to the SBUAbroad portal. Signatures are not required; however we highly recommend using this form as a tool to obtain the appropriate academic approvals. Please also contact the study abroad office at your home university to confirm the necessary procedures for participating in another university study abroad program, including the grade and credit transfer policies.

Accepted students should submit this form, completed with signatures prior to program departure. If the IAP Office does not obtain a complete form, credits will be processed as a general transfer credit or as the course has been previously evaluated by the university. Students should use the existing form to indicate updates and ensure that the most updated form is uploaded to the SBUbroad portal.

Student Signature _____ Date _____

Name _____ SBU ID# _____

Students fill out the program number/code, title and number of credits. Include any relevant documentation for each course including the course description and syllabi if possible. Courses that have already been evaluated can be found here: [IAP Partner University Course Database](#). Please check the course database prior to requesting the evaluation. Courses that have already been evaluated do not require a signature and will be posted based on the existing approval. If an academic department provides evaluation/approval via email, indicate "see email" in the signature section and include the email when uploading to SBUAbroad.

Major/Minor Evaluation: Academic departments evaluate courses for major/minor requests. Students complete the white boxes.

Instructions for Academic Advisors: This form is to facilitate course selection for students that are participating in study abroad programs. Please review and indicate SBU equivalent, or elective and level if applicable.

Course Number or Code if Available	Program Course Unit Title	Number of Host Institution Credits	Evaluated in Database ✓	For Major/Minor Department: Equivalent SBU Course, or "Elective" Including Level	For Major/Minor Department: Name and Signature <i>This equivalency will be used in database for future articulation. *Signature not required for courses that have already been evaluated</i>
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

SBC Evaluation: SBU Students only. IAP coordinators evaluate courses for SBC requests. Students complete the white boxes.

Course Number or Code if Available	Program Course Unit Title	Number of Host Institution Credits	Evaluated in Database ✓	For Student: SBC Requested	IAP Study Abroad Approval Signature <i>*Signature not required for courses that have already been evaluated</i>
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		