CULVERHOUSE EDUCATION ABROAD PROCEDURES

1. Meet with YOUR Culverhouse Academic Advisor to set your Degree Works plan in action.
   a. Determine “when” and “what” to study abroad and plan (in Degree Works) at least three semesters ahead.
      
Note: Students MUST have a Degree Works plan on file in order to study abroad.

   a. Click the “Program Search” button on the homepage.
   b. All programs listed on the UA Education Abroad website have been thoroughly vetted. Transfer credit is guaranteed, but
      may NOT be applicable to your program (no credit awarded for GBA300, GBA490, or ANY upper-division Accounting
      “major” courses, MGT300 or MKT300 if either Major is declared – see below for additional information).

3. Meet with HOLLY HENNING, Education Abroad Advisor, in 135 B.B. Comer Hall.
   a. Call (205) 348-5256 to schedule an appointment.
   b. Discuss which education abroad opportunities meet your needs/interests.

4. Choose a program and apply!
   a. For questions about your program and application materials/requirements, consult Holly Henning.

5. Once approved for your program, you MUST complete a course equivalency form (CEF) to determine UA course
   equivalents for the classes you take abroad, along with other application materials.
   a. CEFs are due by November 1 (for Spring 2016 programs) and April 1 (for Summer/Fall 2016 programs). No forms
      will be accepted after these dates!
   b. Attend a CEF workshop (on Wednesdays in 135 B.B. Comer) to learn how the course equivalency process works and how
      to complete the CEF.
   c. Failure to complete a CEF will hinder the credit transfer process and courses may not be applied to your UA transcript.
      Note: Students participating on UA Faculty-Led programs do NOT need a CEF.

6. Receive your completed CEF with UA course equivalents. The completed CEF shows what you will receive credit for at
   UA upon completion of your program abroad.
   a. It will be e-mailed to you, the UA Registrar and Holly Henning, who will upload it to your UA study abroad application.
   b. Information will be included for advising appointments for the upcoming term while abroad.
   c. Additionally, your advising hold will be lifted so you may register for your upcoming semester at UA while abroad.
      Note: If you do not submit and receive your completed CEF, you will NOT be able to register for your next semester of
      classes while abroad (this applies to Honors students as well). Only Culverhouse can clear these advising holds.

7. Review your CEF and keep in mind…
   a. Education Abroad courses are transferable if taken at an accredited institution, but not always applicable as the exact credit
      you need (courses may result in elective credit or none at all). Culverhouse will not accept business
coursework from NON-AACSB accredited international institutions.
   b. ONLY two (2) courses from abroad are permitted within any MAJOR program of study.
   c. Based on your declared major, Culverhouse has strict guidelines on what “major” and “specialization” courses are allowed
      abroad. Failure to have them pre-approved may result in no credit, especially if it is NON-AACSB accredited.
   d. Once UA receives your transcript from your international institution or program provider, the UA Registrar will award
      credit on your UA transcript.
      i. Credit that UA receives on an INTERNATIONAL transcript is awarded as pass/fail on the UA transcript. A “pass” does
         not change your GPA, but a “fail” is counted as an “F,” which negatively impacts your GPA.

Culverhouse Education Abroad Procedures FINAL – 8/13/2015
MESTIC transcript (from an American institution) may be awarded as letter grade credit or pass/fail credit, depending on what the transcript shows. If it shows letter grades, students will receive letter grades. If it shows "pass," students will receive a "pass." If it shows "fail," students will receive a "fail."

*NEVER STUDY ABROAD WITHOUT HAVING A COMPLETED COURSE EQUIVALENCY FORM FIRST!*