



University of Virginia

Economics Major/Minor Request for Study Abroad Course Transfer Checklist

Directions: Complete and save this checklist as a pdf. Send this checklist, course syllabus, and professor's CV to the undergraduate administrative coordinator, Annamarie Black (ab3f@virginia.edu). **Each course requires a checklist.**

Full Name:	Student ID (9-digits):
Study Abroad Institution Name:	Intended Semester:
Course Name:	Professor Name:

PLEASE REVIEW THE FOLLOWING DEPARTMENTAL POLICIES REGARDING STUDY ABROAD COURSE APPROVAL:

- Post-matriculation transfer courses students would like to use towards the major or minor require departmental approval. The department does not maintain a database of previously approved study abroad courses.
- No more than two courses may be transferred post-matriculation for the major. No more than one course may be transferred post-matriculation for the minor.
 - Students may not transfer ECON 3010/3110, MATH 1220 (or its equivalent), or STAT 2120 (or its equivalent) post-matriculation.
- Approval of study abroad courses for the major or minor may not meet the student's timeline for applying to study abroad programs. Requests for approval will not be expedited.
- If you go abroad and are forced to change your course selection, you should contact the Undergraduate Program Coordinator to ensure your economics course selection(s) will be acceptable.

INSTRUCTIONS:

1. Fill out the fields below.
2. Scan and save this document as a pdf.
3. Save the course syllabus as a pdf.
4. Save the professor's CV as a pdf.
5. Submit all documents by email to Annamarie Black (ab3f@virginia.edu).

CONTACT AND CREDIT HOURS

<input checked="" type="checkbox"/>	Requirement	Question	Response
	Contact Hours: The course must have at least 37.5 contact hours. These are the number of in-class hours with the professor and TA.	How many contact hours does the course have?	
	Credit Hours: The course must be at least 3 semester credit hours.	How many credit hours does the course have?	

ATTACHED DOCUMENTS

<input checked="" type="checkbox"/>	Document
	Syllabus: This must be a week-by-week syllabus. If not available, we will accept a syllabus from a prior semester.
	CV: The professor must have a PhD in economics. A CV is an academic resume that details academic credentials.