



RICHMOND
 THE AMERICAN INTERNATIONAL
UNIVERSITY
 IN LONDON

Office of Academic Affairs

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Course Approval Form

Degree students wishing to take courses at another institution at any time must obtain the prior approval of the Dean of Academic Affairs of both the institution and the intended courses. If approval is granted, transfer credit will be awarded for the courses taken provided the grades earned are (the equivalent of) C or better. To ensure acceptance of transfer credits, a student must:

- provide sufficient information, including the institution’s name and address, for the Dean to verify the institution’s accreditation/recognition status (e.g., the institution’s catalog or printouts with weblinks from the institution’s website);
- provide course descriptions (via the catalog or weblinks);
- indicate clearly the beginning and ending dates of the courses;
- consult her/his adviser regarding the suitability of courses for general education and/or major requirements;
- obtain the adviser’s signature;
- consult her/his department chair regarding the suitability of courses for major requirements in cases where there is no exactly corresponding course in the Richmond curriculum;
- obtain the department chair’s signature; and
- arrange for the institution’s registrar to send an official transcript directly to the Richmond Registrar as soon as grades are recorded.

The Dean will respond to the course approval form via the University email system, with copies to the student’s adviser and department chair. The form and the email response will both be placed in the student’s file. Failure to obtain prior approval may result in credits not being awarded.

Name: _____ ID No: _____

Major: _____ Minor: _____

Name & address of institution: _____

Dates of intended study are from: _____ to: _____

Student’s signature: _____ Date: _____

Adviser’s signature: _____ Date: _____

Chair’s signature: _____ Date: _____

Use the back of this form to list the proposed courses and the degree requirements they might satisfy.

Return this form with all additional information attached to the Office of Academic Affairs.