



**University of Virginia**  
**Economics Major/Minor**  
**Request for Study Abroad Course Transfer Checklist**

**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.
  - o 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. Save this document, the course syllabus, and the professor’s CV as email attachments.
3. Submit all documents by email to the Undergraduate Program Coordinator, Jennifer Wise, at ([econ-dus@virginia.edu](mailto:econ-dus@virginia.edu)).

**\*\*Please submit one checklist per course that you are requesting approval for.\*\***

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

Requirement	Question	Response
<b>Contact Hours:</b> 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?	
<b>Credit Hours:</b> The course must be at least 3 semester credit hours	How many credit hours does the course have?	

Required Documents	Attached?
<b>Syllabus:</b> This must be a week-by-week syllabus. If not available, we will accept a syllabus from a prior semester.	
<b>CV:</b> The professor <b>must have a PhD in Economics</b> . A CV is an academic resume that details academic credentials.	