

School of Business
Study Abroad Course Approval Process

The School of Business is committed to assisting our students in arranging a valuable educational experience through the Study Abroad program.

Students interested in having their courses evaluated and approved for study abroad should follow this process.

1. Meet with the Study Abroad Office to inquire about and apply for study abroad programs.
2. Once you have selected a program and been approved to participate, you will need to select your courses. Typically, students are encouraged to select more courses than they will actually take, as course availability can vary and can change at the last minute.
3. To have your courses evaluated and approved, please follow these steps:
 - Review your progress report to identify the courses you need to, or want to take during the semester abroad
 - Get the course offering list (website) from the university abroad
 - Identify the courses you would like to take, and which New Paltz courses you believe they are equivalent to
- 4. Send the following information to Dean Backhaus at backhaus@newpaltz.edu:**
 - Link to course offering website from the university abroad. Please be sure this is the link to the offerings for the semester you will be studying
 - List of courses you are interested in taking and what you believe they are equivalent to
5. Dean Backhaus will review your request and let you know if a meeting is needed to confirm your choices. (Note—a meeting is usually helpful).
6. After the course selections have been confirmed, the Center for Business Advising will send a letter noting the course equivalencies, with further information about how to follow up after the study abroad is completed.