

## **When requesting the Biology Chair to sign a SACA form:**

### **Student Check List:**

- ☐ All emails should be copied to students' ETSU academic advisors (AA).
- ☐ Requests should be made through students' academic advisors (AA).
- ☐ Students should consult their academic advisor to help identify equivalent ETSU BIOL course.
- ☐ Students should make a case as to why the ETSU BIOL course is equivalent to the course being proposed to be taken as study abroad.
- ☐ Students should provide a detailed syllabus of the study abroad course.
- ☐ Completed information should be sent to the course instructor, biology chair and the academic advisor.

***FYI for Students to understand the steps the SACA form will go through once all the above has been completed:***

### **Instructor:**

- Course instructor must verify the following:
  - Course content
  - Student learning outcome- if it aligns with the ETSU BIOL course
  - Level of the course: Instructor should make a statement to verify if a lower-level course is being credited for an upper-level course, and explain how it is still acceptable.

### **Chair:**

- Once approved by the course instructor, the chair will communicate it to the student and the academic advisor.