



Study Abroad Course Equivalency Form

Augsburg Abroad · Office of International Programs



Complete this form to ensure that study abroad courses can be used to meet your graduation requirements at Augsburg. 1) Your faculty advisor must sign the form even if no courses are being used toward your major. 2) Once you have the appropriate signatures (including your own), drop off the form in the Augsburg Abroad Office. The form will then be uploaded to your online application and marked as “completed”. Finally, 3) You should save all of your course work from abroad: papers, syllabi, and tests for verification and/or clarification of transfer.

- **CGE & HECUA courses** are pre-approved for some Augsburg requirements; list below how they will be used (elective, major, minor, core etc.)
- List off-campus credit hours & how they transfer. Most Augsburg Courses = **4 semester hours**. Many/Most Programs’ courses = 3 semester credits; as such you will may need to take more than 4 courses to stay on track for graduation.
- Register for a **minimum of 12** semester hour credits or a **maximum of 18** semester hour credits. Note that some financial aid awards may be decreased if you take fewer than 16 semester hours.
- Select at least two alternative courses if possible; courses schedules change so your preferred courses may not be available. Use additional forms if necessary.
- **Remember:** you must receive the equivalent of a “C” or better in your study abroad course to transfer it back. (grade of C- will not transfer!—P/NP not allowed)

Student Name _____ Augsburg ID Number _____ Major _____ Minor _____

Study Abroad Program/University _____ City/Country _____ Term/Yr Abroad _____

STUDY ABROAD COURSE TITLE	COURSE # <small>(ex: BIO 499)</small>	Foreign Credit <small>(if applicable)</small> <small>Your program should provide US Conversion</small>	US Semester Credit Equivalent <small>(Most Augsburg courses are worth 4 US Sem Cr, Hours)</small>	APPLIED TOWARD: <ul style="list-style-type: none"> • Major, Minor or Elective <small>(list Augsburg course equivalent if possible)</small> • Language <small>(list level)</small> • Augsburg Core (e.g. HPE 002, Liberal Arts Foundation—HUM, ART, SBS) 	REQUIRED SIGNATURE: <i>or email approval</i> <ul style="list-style-type: none"> • Major: Faculty Advisor or Dept. Chair • Minor: Department Chair • Modern Languages: Lang. Dept Chair • Liberal Arts Foundation & Core: Registrar’s Office- Transcript Evaluator

If courses change once abroad, it is the student’s responsibility to contact the appropriate person under “REQUIRED SIGNATURE” to seek approval for the new courses.

Student Signature _____ Date _____ Faculty Advisor Signature: _____
Print Name: