

Study Abroad Course Equivalency Form

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 you own), drop off the form in the study abroad advising office. The form will then be uploaded to your Global Gateway account 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.

- **CGEE and 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 and how they transfer. Most Augsburg courses = **four credits**. Many/most affiliate and exchange programs’ courses = three credits; as such you may need to take more than four courses to stay on track for graduation.
- Register for a **minimum of 12 credits** or a **maximum of 18 credits** (check with your program provider to see if there is a maximum number of credits you may take per semester). Note that some financial aid awards may be decreased if you take fewer than 16 credits.
- Select at least two alternative courses if possible; course 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! A P/NC grade option will not be allowed).

Student Name _____ Augsburg ID Number _____ Major _____ Minor _____

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

STUDY ABROAD COURSE TITLE	COURSE # (ex: BIO 499)	Foreign Credit (if applicable) <i>Your program should provide U.S. conversion)</i>	US Credit Equivalent (Most Augsburg courses are worth 4 credits)	APPLIED TOWARD: <ul style="list-style-type: none"> • Major, Minor or Elective (list Augsburg course equivalent if possible) • Language (list level) • Augsburg Core (e.g. WEL 002, Liberal Arts Foundation—HUM, ART, SBS, etc.) 	REQUIRED SIGNATURE <i>or email approval</i> <ul style="list-style-type: none"> • Major: Faculty Advisor or Department Chair • Minor: Department Chair • Modern Language: Language and Cross-Cultural Studies Department Chair • Liberal Arts Foundation and 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 _____