Academic Advisor Study Abroad Approval Form

Student Name	**AU ID**

Abroad Program Name and Location	**Semester /Year Abroad**

It is a privilege to study abroad. We recommend students for study abroad programs who we believe can handle the stress and ambiguity of being away from the AU structure. This requires a significant amount of planning, organization, maturity and responsibility on the part of the student studying abroad. All Kogod students applying to study abroad must complete this form in order to receive approval from an Advisor. Upon completion, students will be responsible for knowing and utilizing this information while abroad. Contact an Advisor should you have any questions.

Do you have your English Competency Requirement completed (both LIT requirements or the English Competency Exam)?

Course taken_____ Semester completed_____ Grade Earned _____

Course taken_____ Semester completed_____ Grade Earned _____

Do you have your Kogod Math Requirement completed (both MATH-211 and STAT-202)?

Course taken_____ Semester completed_____ Grade Earned _____

Course taken_____ Semester completed_____ Grade Earned _____

Do you have your Economics requirement completed (both ECON -100 and ECON-200)?

Course taken_____ Semester completed_____ Grade Earned _____

Course taken_____ Semester completed_____ Grade Earned _____

Do you have your Accounting requirement completed (both ACCT-240 and ACCT-241)?

Course taken_____ Semester completed_____ Grade Earned _____

Course taken_____ Semester completed_____ Grade Earned _____

What remaining Gen. Eds. do you have?

_____

_____

1) Go to the AU Abroad webpage for your chosen program. Does that page include AU course numbers for specific courses offered on that program?
Yes ___ No ___.

If **YES**, then you do <u>not</u> need to obtain equivalencies for these courses. If **NO**, then you need to check the AU Abroad database to see if any courses have been pre-approved for your program. That database, along with detailed information about pre-approved courses and contact information for obtaining course equivalencies, can be found by going to **auabroad.american.edu** and **clicking on "courses and credits."**

2) **What courses are you planning on taking abroad? Circle "Y" if the course is pre-approved and already has an equivalency listed in the course database or on the program's AU Abroad webpage.**

_____ Pre Approved (Y / N) Equivalent AU Course _____

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_____ Pre Approved (Y / N) Equivalent AU Course _____

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Alternates (list at least 2-3): _____   _____

_____   _____   _____

3) **What courses do you plan on taking the semester that you return to AU?**

_____   _____

_____   _____

_____   _____

1) **How will you get cleared to register for the subsequent semester while abroad?**

2) **What should you read every week to know what is happening at Kogod? On which day of the week?**

3) **How often will you check and respond to your email?**

Please acknowledge each of the items by initialing to the left of each statement:

— I understand that I am responsible for understanding what my scholarship and financial aid requirements are for the year (credits and grades) and responding accordingly.

— I understand that the primary way that AU and Kogod will be communicating with me is via my AU email, and more specifically the Bizundergrad newsletter. I take responsibility for reading emails

on a daily basis from AU/KSB, as well as the weekly Bizundergrad newsletter to understand what is happening and how it may affect me.

— I understand that I am responsible for choosing my courses while abroad. If I need courses approved that I have not already received approval for, I must send the course name and description to my advisor in business or the appropriate department outside of Kogod via email.

— I understand that I cannot take General Education credits, accounting credits, nor MGMT-458 abroad. I understand that I can take no more than three Kogod core courses and no more than two Kogod specialization courses per semester (per specialization for double specializations). For a Kogod minor, I can take no more than two required minor courses abroad per semester.

— I understand that when communicating with AU I must send emails with my full name and AU ID as well as the history of the email track. I understand that I must allow sufficient time for responses, requests, and approvals to be addressed.

— I understand that I am responsible for the scheduling of my courses for the following semester while I am abroad. I am responsible for understanding which courses I will need to continue meeting my graduation requirements and all of the steps necessary for getting cleared to register.

— I understand that my parents may want to discuss issues with the university, and in order to do so, I must sign a FERPA waiver form. Without this form, the university will not be able to communicate with my parents.

— I understand that my DARS report may not correctly reflect my abroad courses and I will have to make a note of what needs to be completed.

— I understand that the grades that I earn abroad will translate directly onto my transcript and into my cumulative GPA. I understand that I have two weeks from the beginning of the semester to request a course to be recorded as Pass/Fail vs. A-F, and the same Kogod policies apply as to which courses can be taken Pass/Fail.

— I understand that the grades earned abroad may take up to one calendar year to be posted on my AU transcript.

— I understand that Academic Advisor approval is granted based on successful completion of all of my courses in the current semester. Approval will be withdrawn if required courses are failed, my cumulative GPA falls below what is required for my abroad program, and/or satisfactory academic progress is not met. I understand that if approval is withdrawn, this will result in my late registration for courses at AU and forfeiture of any/all investment in my abroad experience, including the program fee, airfare, housing deposits, etc.

I understand that studying abroad is a privilege. I will be an outstanding Kogod representative while abroad. I am committed to being responsible for my academic program while abroad and being responsive to any and all communications that are sent to my attention. I realize and accept that there is a baseline of information that I am expected to know and understand as it relates to my academic career. I understand that there are people to assist me, but that I must proactively ask for help. Should I have questions, I will be in touch with the Kogod Advising team, emailing one Kogod Advisor of my choice as my primary contact.

Printed Name	**Signature**	**Date**
Advisor Name	**Signature**	**Date**

Keep a copy of this form for your records. The original will be kept in your Kogod student file.

How to Obtain Study Abroad Course Equivalencies

The information below can be found by going to the AU Abroad Homepage (www.auabroad.american.edu) and clicking the link "**Courses and Credits**", which can be found on the left hand side of the page.

Obtaining course equivalencies will <u>not</u> delay your AU Abroad/KSB Abroad application. You can complete your AU Abroad application before all course equivalencies have been obtained. However, it is important that equivalencies are granted before you take courses abroad, preferably before you depart for your abroad program.

AU Abroad Direct and Partial Direct Enrollment

In all instances, the credit students receive for their AU Abroad/KSB Abroad experience will appear on their AU transcript as AU credit, with grades that will be calculated into their overall grade point average. In order to determine what AU courses will appear on their transcript, an AU faculty member must equate all the courses that students take abroad to courses at AU. Please note that failure to obtain equivalencies will result in the delay of posting of credits and grades and possible delay dispensing financial aid.

To complete the course equivalency process, students need to:

- Research course options offered through their study abroad program. They should print course descriptions from the website or course catalog, and discuss these options with their academic advisor.

- Review the <u>course equivalency database</u> to find out if the courses have already been equated to AU courses. Remember that our partner universities offer many courses that will not yet have an equivalent so students should not rely solely on the list when selecting courses. In addition, not all courses listed in the database will be offered during every term.

- If a specific course does not have an equivalent, submit a <u>Course Equivalency via Email</u> form to ksbadvising@american.edu for all business courses and copy equivalency@american.edu. For non-business courses, submit to the appropriate faculty reviewer. Students should be prepared to submit or provide a web link for course syllabi. ONLY submit requests for courses that do NOT appear in the database of pre-approved course.

- Instruct the faculty reviewer to copy equivalency@american.edu with their approval and the course equation. The faculty review process can take up to two weeks. After AU Abroad receives the e-mail from the faculty reviewer, the pre-approved course database will be updated.

- Review final course selection and equations with their academic advisors to ensure they receive major or minor credit in their academic department if necessary.

_____   By initialing here, I acknowledge that I have read the above information regarding courses and credits, and the credit equivalency process.

Kogod Advising Team
ksbadvising@american.edu
202-885-1914 (phone)
202-885-1108 (fax)