KOGOD SCHOOL *of* BUSINESS
AMERICAN UNIVERSITY • WASHINGTON, DC

KOGOD STUDY ABROAD APPROVAL FORM

Student Name

AU ID

Abroad Program Name and Location

Semester /Year Abroad

KSB Advising is excited that you are considering further enhancement of your educational experience by studying 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 to know and utilize this information while abroad. Contact an advisor should you have any questions.

1) **Verify you meet the Kogod study abroad prerequisites by filling in the appropriate boxes below.**

   Kogod requires students to have a cumulative GPA of a 2.75 to study abroad at the time of application. Please list your current cumulative GPA_____.

   All required courses must be passed with a C or higher. Please record the following semesters and grades.

Prerequisite Course	Semester Completed	Grade Earned
WRTG-100/AP		
WRTG-101/106		
STAT-204		
ECON-150		
ACCT-240		
ACCT-241		
ITEC-320		
KSB-101		
MATH-211/221 (BSF majors only)		

2) **Determine what courses you are planning on taking while abroad.**
   AU course equivalencies determine what courses appear on your transcript from your time at an abroad institution. Consult both the AU Abroad webpage for your selected program as well as the AU Abroad Course Equivalencies database, which can be accessed under "Courses and Credits" at auabroad.american.edu. You should also review the specific university's course schedule/catalog, if possible. You may need to request that new equivalencies be added to the Course Equivalencies Database to complete this step.

   The Course Equivalencies Database is a record of the courses that AU students have taken recently.
   It is not a guarantee that specific courses will be offered or available while you are abroad. Contact your AU Abroad Advisor to find out how to view the most current course schedule. Please sign below to confirm your understanding.

   Signature :_____ Date :_____

Abroad Course Code	AU Course Equivalency	Degree Requirement

Please list at least two alternative courses below

Abroad Course Code	AU Course Equivalency	Degree Requirement

3) Plan which courses you will be taking during the semester you return to AU.
Please remember you are responsible for adhering to course prerequisites, including Kogod's capstone course, MGMT-458: Strategic Management.

Course Name	Number of Credits

4) Read and acknowledge each of the items below by initialing:

_ I understand that I am responsible to adhere to my scholarship and financial aid requirements for the year (credits and grades) and respond accordingly.

_ I understand that if I change my abroad schedule in any way, I must notify KSB Advising right away.

_ I understand that AU and Kogod will primarily be communicating with me via my AU email. I take responsibility for reading emails daily from AU/KSB as well as the weekly 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 a course does not already have an AU equivalency, I must submit for approval through the AU Abroad Course Equivalency Database.

_ I understand that I may apply no more than two courses on an approved AU Abroad program towards Habits of Mind, Quantitative Reasoning II, Written Communication and Information Literacy II, and Diversity and Equity requirements.

_ I understand that I cannot register for any Accounting course or for 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).

_ I understand that if I have a second major or a minor, it is my responsibility to know those requirements and to discuss my study abroad plans with the appropriate academic advisor.

_ 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 the steps necessary for getting cleared to register.

_ I understand that the grades earned abroad may take up to one calendar year to be posted on my AU transcript. I understand that the MyProgress report may not correctly reflect my abroad courses, and I will have to confirm degree requirements with my academic advisor.

_ I understand that the grades that I earn abroad will translate directly onto my transcript and into my major/cumulative GPAs. 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 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 (ksbadvising@american.edu).

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

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

Signature from Jolie Roetter, Kogod's Director of Global Learning
(Required for BLC majors and/or students with less than 9 remaining free credits)

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