

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.

The requirements list below are for students that entered AU prior to the Fall 2018 semester. For any student that started Fall 2018 or later, please contact your academic advisor for Kogod's study abroad requirements.

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

Do you have your College Writing Requirement completed? (both WRTG-100 and 101 or AP/IB and WRTG-106)

Course taken_____ Semester completed_____ Grade Earned _____

Course taken_____ Semester completed_____ Grade Earned _____

Do you have your Kogod Math Requirement completed (both MATH-211/221 and STAT-204 or STAT-202/3 & ITEC-210)?

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 (8/10 Gen Eds are required to study abroad)?

- 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 not 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 to take abroad? Mark "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.

Abroad Course Info	Pre Approved (Y/N)	AU Course Equiv.	Degree Requirement

As a reminder, the Course Equivalency 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 : _____

Please list alternative courses below :

Abroad Course Info	Pre Approved (Y/N)	AU Course Equiv.	Degree Requirement

Please answer each question below:

- 1) What courses do you plan to take the semester that you return to AU?

- 2) List the prerequisites for MGMT-458, Strategic Management, course. Please acknowledge that the prerequisites for MGMT-458 cannot be waived under any circumstance and they must be passed with a C or better.

- 3) What will you read every week to know what is happening, such as registration or new course offerings, at Kogod? On which day of the week does it appear? How often will you check and respond to your email?

- 4) **Do you intend to pursue a combined Bachelor's-Master's Degree? If so, you MUST meet with both an Undergraduate Advisor as well as a Graduate Advisor prior to going abroad.**

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 if I do not take a course listed above, I must notify KSB Advising right away.
- I understand that the primary way that AU and Kogod will be communicating with me is via my AU email, and more specifically the Kogod School of Business newsletter. I take responsibility for reading emails on a daily basis 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 I need courses approved that I have not already received approval for, I must submit for approval through the AU Abroad Course Equivalency Database.
- I understand that I cannot take more than 2 pre-approved Gen Eds. abroad. I cannot take any 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). It is your responsibility to know what courses can count towards your minor if you have one.
- 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 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 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 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 of KSB Director of Global Learning (BSA, BSF, BLC, or less than 9 elective credits)

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 not 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 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 course equivalency database at <https://myau.american.edu/app/AUACourseEqv/SitePages/Home.aspx> 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 an online course equivalency request at <https://myau.american.edu/app/AUACourseEqv/SitePages/EditCourse.aspx>. Students should be prepared to submit or provide a web link for course syllabi. If a syllabus is not in English, students will be required to provide a translation along with the original version of the syllabus. **ONLY** submit requests for courses that do **NOT** appear in the database of pre-approved course.
- The review process can take up to two weeks. After AU Abroad receives the equivalency 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)