Study Abroad Course Equivalency Form
(Instructions on next page. Please print legibly, and complete all requested information.)

Today’s Date ____________________

Student Information

Last Name ____________________________ First Name ____________________________ Middle Initial ____________________________

Email Address ____________________________ Phone Number ____________________________

Credits Completed ____________________________ Expected Date of Graduation ____________________________

Program Information

Host College/Organization: ____________________________ Contact Phone#: ____________________________

Foreign Institution (if applicable): ____________________________ Location (City/Country): ____________________________

Program Title: ____________________________

Semester Attending (Pick one):

___ Fall Year Attending: ______

___ Winter Intersession

___ Spring Total BC credits to be earned abroad: ______

___ Summer

Type of Program:

___ CUNY

___ SUNY

___ Other College/University

___ Study Abroad Organization

Permit Type Needed:

___ None

___ E-permit must be filed (CUNY)

___ CUNY processed as non-CUNY (no e-permit)

___ Non-CUNY, permitted out

Course Equivalency

Host Institution Course

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<th>Host Credits</th>
<th>BC Equivalent Course Title</th>
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IEGE Notes:

Appointing Faculty Member Name (Please print) ____________________________ Office ext.

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Instructions to Obtain Brooklyn College Course Equivalencies for Courses Taken Abroad

Completion of the Study Abroad Course Equivalency Form is mandatory for participation on all study abroad programs that are not specifically Brooklyn College faculty-led programs. Once we receive the host institution transcript, IEGE will use this form to post your courses and grades to your CUNYfirst record. Completion of this form before you study abroad is recommended, as it will help avoid a delay in posting your study abroad grades on your Brooklyn College transcript.

Obtaining course equivalency approval prior to study abroad:

• Complete the student and program information sections as best possible. If you are uncertain about some of the questions, consult with an IEGE Study Abroad Advisor.
• Complete the first column of the Course Equivalency Form with the specific course number, name, and number credits that will appear on the host/sponsoring institution transcript.
• Print off the syllabus or a detailed course description for each course you wish to have evaluated.
• Take the Course Equivalency Form and the syllabi or detailed course description to the department chair of the appropriate department and ask that it be evaluated for the Brooklyn College course equivalent. You may need to go to several departments, depending on your course selection during study abroad.
• When the courses have been approved, bring the original completed form to IEGE and keep a copy for yourself.
• Please ensure that your transcript is sent from the host/sponsoring institution directly to the IEGE office.

Obtaining course equivalency approval by email while abroad:

Students on semester programs may find that the course offerings abroad have changed once they arrive on site. It is important that you seek course equivalency from BC early, when you are deciding the classes you plan to take. Follow the same procedures as above, but by email communication with the BC department chair(s). Include in your email: the course number, name, and credits for each course you plan to take, as well as attach the syllabus or a detailed course description with the number of hours of classroom instruction. Request that the course be evaluated for the BC equivalent (course number, course name, and number of credits) and have this information sent to you, with a CC to IEGE at iege@brooklyn.cuny.edu. Keep a copy of the course equivalency approval email for your own file. IEGE will accept electronic approvals from the chair or their designee only if sent from their official BC email address.

Instructions to Academic Departments:

Students planning to study abroad have been asked to provide to you a course description (or syllabus), course number, course name, and credits for each course they plan to take abroad in your area. Please identify the similar/equivalent course(s) in your department and indicate on the form (or electronically) the Brooklyn College course number, course name, and number of credits that you are assigning for the course(s) to be taken abroad. Please CC IEGE (iege@brooklyn.cuny.edu) with your course equivalency approval as well. IEGE will accept electronic approvals from the chair or their designee only if sent from their official BC email address. If you have any questions, please contact IEGE at 718-951-5189.

Equivalency Resources:

• How to File a Residency Requirement Waiver e-Petition [http://www.brooklyn.cuny.edu/web/about/offices/caass/epetition.php](http://www.brooklyn.cuny.edu/web/about/offices/caass/epetition.php)

Updated 11-13-2018