



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 _____ EMPLID (CUNY ID) _____
 Email Address _____ Phone Number _____ Credits Completed (by program start date) _____ 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
 Winter Intersession
 Spring
 Summer

Year Attending: _____

Total BC credits to be earned abroad: _____

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

Host Dept. & Course#	Course Title	Host Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Brooklyn College Course

BC Equivalent Course Title	Course#	Credits	Approved By (sign)	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

IEGE Notes:

_____ Approving Faculty Member Name (Please print) Office ext. _____
 _____ Approving Faculty Member Name (Please print) Office ext. _____
 _____ Approving Faculty Member Name (Please print) Office ext. _____
 _____ Approving Faculty Member Name (Please print) Office ext. _____

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:

- BC Academic Department Directory
<http://www.brooklyn.cuny.edu/web/academics/departments.php>
- How to File a Residency Requirement Waiver e-Petition
<http://www.brooklyn.cuny.edu/web/about/offices/caass/epetition.php>