

To Whom It May Concern:

The student who has presented this document to you is organizing a semester or year long study abroad experience in another country. He/she is required to have all of their proposed courses approved by the Center for Global Engagement and the appropriate department head or Dean. Please review the attached syllabus or course description (which should be provided by the student) of the proposed course(s). We ask that you help us in finding a comparable CSU course, which you should list on the Course Equivalency Sheet.

Please do not list any non-specific or generic CSU equivalents (NURS 3***) as these can not be used for CSU-approved study abroad classes. Please also avoid using independent study classes, although special topic classes are often appropriate. If there are no CSU equivalent classes in the relevant academic discipline, the student will be enrolled in generic study abroad (CIED 4116) but their DER will have to be adjusted later by the relevant department chair upon return.

Please note that on the Oxford Visiting Student program, full tutorials count as 9 credit hours (3 classes) and half tutorials count as 3 credit hours (1 class).

This student will be registered at CSU under a 'placeholder' class (CIED 4116) for the corresponding number of hours they are taking abroad. Once the student has returned from their program, CGE will remove the placeholder course and input the individual courses taken according to the transcript from the host institution and the approved equivalencies indicated on the following sheet. If necessary, the student can also submit any coursework (papers, assignments, tests, syllabi) if a course was only tentatively approved prior to departure. *It is the student's responsibility to complete the Course Equivalency Form again if the courses taken abroad were not initially reflected on the equivalency form prior to departure.*

In each case, the host institution is a partner university with CSU, and CSU will accept academic credits through a contractual agreement or a Memorandum of Understanding (MOU) between the institution and Columbus State University.

When examining the syllabus, the contact hours and other details may be very different than what you are accustomed to. Please don't hesitate to contact CGE if you require additional information or documentation to aid in making your decision regarding course equivalencies. If you do not feel that there are any appropriate equivalent courses in your department, please let the student know to contact the Center for Global Engagement to discuss alternative equivalency options.

If you have any questions or concerns, please feel free to contact the Center for Global Engagement at 706-507-8545.

Thank you for your support of study abroad at Columbus State University.

Columbus State University
Study Abroad Course Equivalency Form

Student's Name

Student ID Number

Email Address

Study Abroad Program

Dates of Study Abroad Program

Study Abroad Course	Equivalent CSU Course Number (NURS 3555)	Credit Hours	Signature of Department Head or College Dean for Course	Printed Name of Department Head or College Dean for Course
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

I understand that any variance from the above listed courses may jeopardize academic credit.

Student Signature

Date

We, the undersigned, have reviewed and approved the student's participation in the above program and the awarding of the CSU course equivalencies listed above.

CSU Faculty Adviser (Print Name)

Date

Adviser Signature

Student's Department Chair (Print Name)

Date

Department Chair Signature

Director of CGE

Date