



Study Abroad Credit Agreement Form

Augsburg Abroad - Office of International Programs



Complete this form to ensure that study abroad credit can be used to meet your graduation requirements at Augsburg. Also: 1) Be sure to save all of your course work, papers, syllabi, and tests for verification and/or clarification of transfer. 2) Your faculty advisor must sign the form even if no courses are being used toward the major. 3) Make a copy of this form to keep for your records. Instructions to complete form:

Augsburg short-term programs:

- Augsburg short-term programs are pre-approved for Augsburg Core requirements and do not need a signature from the Transcript Evaluator.
- Consult with your faculty advisor or department chair to obtain a signature for major, minor, or elective courses.

Semester or non-Augsburg summer programs:

- **CGE & HECUA courses** are pre-approved for some Augsburg requirements; these do not need a signature but list below how they will be used.
- List off-campus study credits & how they transfer: transfer as **4 semester hours = 1 Augsburg credit** and 6 quarter hours = 1 Augsburg credit.
- Register for a **minimum** of 12 semester hours or 18 quarter hours per term to maintain full-time status (3 Augsburg credits) and a maximum of 18 semester hours (4.5 Augsburg credits) to avoid the overload fee and the GPA requirement for course load.
- Select at least two **alternative courses** if possible; course schedules may sometimes change. Use additional forms if necessary.
- **Remember:** you must receive a C or better in your study abroad course to transfer it back. (A grade of C- will not transfer!)

Student Name _____ Augsburg ID Number _____ Major _____ Minor _____

Study Abroad Program _____ City/Country _____ Term/Year Abroad _____

STUDY ABROAD COURSE TITLE	COURSE #	CRDT HOURS <small>(your prgm)</small>	AUGS CRDT <small>(see above)</small>	APPLIED TOWARD: <ul style="list-style-type: none"> • Major, Minor or Elective (list course if possible) • Language (list level) • Augsburg Core (specify core) 	REQUIRED SIGNATURE: <ul style="list-style-type: none"> • Faculty Adviser or Dept. Chair for major/minor • Modern Languages Chair for language • Transcript Evaluator in the Registrar's Office for Liberal Arts Foundation

If courses change once abroad, it is the student's responsibility to contact the appropriate person under "REQUIRED SIGNATURE" to seek approval for the new courses. Please note that the faculty advisor cannot approve Liberal Arts Foundation courses.

Student Signature _____ Date _____ Faculty Advisor Name (print) _____

Augsburg Abroad Approval _____

Faculty Advisor (signature) _____