

EMORY SEMESTER PROGRAM COURSE EQUIVALENCE FORM
Due April 1 for Fall programs and November 1 for Spring programs

Student Name: _____ Email: _____ ID# _____

Name of Program: _____ Semester Abroad: _____ Major(s): _____ Minor(s): _____

Please refer to the following website for the most updated list of departmental representatives: www.cipa.emory.edu.

Departmental Faculty Study Abroad Representative, Please Read this Section:

This program has already been approved by the Education Abroad Committee of Emory College as meeting College standards for overall quality. We now seek departmental / program approval for specific courses that the above-named student wishes to take while studying on this program. The student is required to provide you with a detailed description and/or syllabus for the course he/she intends to take abroad. The question you must address is whether there is an Emory course offered in your discipline that is equivalent, more or less, to the course described in the attached materials. The student will initially be enrolled in CIPA 999R study abroad courses, and they are required to enroll in a standard full load of courses as defined by the host institution (typically 15-16 credit hours). If the student is taking courses that were not approved in advance, he/she must contact the Departmental Faculty Study Abroad Representative by email or phone and ask that approval be forwarded to CIPA. Once CIPA receives the transcript from the host institution, a text box will be added to the student's transcript that reflects the course taken abroad, the Emory equivalent, and the grade.

*** WRITING REQUIREMENTS CANNOT BE FULFILLED ABROAD.**

Student completes these columns		Faculty Study Abroad Representative completes these columns						Print Last Name of Department Representative	Department Signature
Overseas course number (e.g. SA 300)	Overseas Course Title (e.g. History of Argentina)	Emory Equivalent (e.g., SPAN 385)	General Education Requirement	General Elective Credit	Minor Credit	Major Credit			

I, _____ (print name), intend to register for courses from the above list which are approved by the appropriate department and the Center for International Programs Abroad Office. **I understand that if I take courses NOT pre-approved in writing, CIPA cannot guarantee credit upon my return to Emory University;** I risk not receiving credit for my term abroad, receiving failing grades for courses not properly approved, delaying course registration for the next semester, and/or possibly delaying my graduation date.

_____ Student Signature _____ Date _____