



## Study Abroad Course Equivalency Request Form

(PLEASE RETURN THE COMPLETED FORM TO THE OFFICE OF EDUCATION ABROAD – OLD SCIENCE HALL, ROOM 223)

### TO BE COMPLETED BY STUDENT:

Name of Student:	OU ID #:
College(s):	Major(s):
Today's Date:	Term & Year of Study Abroad Program <sup>1</sup> :
Name of Institution Issuing Transcript or Official Academic Record for Study Abroad Program <sup>2</sup> :	
Title of Course Being Taken Abroad <sup>3</sup> :	

### TO BE COMPLETED BY OU FACULTY MEMBER:

#### OPTION 1 – Course Equation

Equate study abroad course as the FOLLOWING OU COURSE

If approved, this equivalency will be valid for three years.

OU Equivalent Course: \_\_\_\_\_  
Dept. Course Prefix + Course No. (e.g. ENGL 3045) Title

#### OPTION 2 – Approval for Upper Division Elective Credit

Equate study abroad course as UPPER DIVISION ELECTIVE

for following OU Department: \_\_\_\_\_

Comments or conditions:

Reviewed by: \_\_\_\_\_ Department: \_\_\_\_\_  
Printed name

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Instructions to complete the Study Abroad Course Equivalency Request Form

1: Term of program: Fall, Spring, Academic Year, Calendar Year, Summer + respective year (e.g. Fall 2012)

2: Please indicate name of the host university or provider where study abroad credit will be issued. Academic credit posted on transcripts from US accredited institutions will factor into the student's GPA and will be graded with a letter grade at OU. Academic credit posted on non-US transcripts will post on an S/U basis and will not factor into the student's GPA.

3: Use the complete course title and include course number if applicable. If course title is not in English, please provide official title of course in the original language as well as an English translation of the course title.

4: PLEASE RETURN THE COMPLETED FORM TO THE **OFFICE OF EDUCATION ABROAD - OLD SCIENCE HALL, ROOM 223**

---

OU students participating in approved study abroad programs with INTL enrollment or EAAP in-process transfer credit tags may have coursework successfully completed abroad posted as equivalent OU credit on their OU transcript, provided an OU faculty member in the corresponding department or unit where equivalent credit is sought has reviewed and approved the course as such.

The OU Office of Admissions has final authority on determining the number of credit hours assigned for coursework completed on approved study abroad programs. However, the OU Office of Admissions does not determine the academic equivalent of coursework taken abroad. This is the purview of the corresponding academic department where equivalent credit is sought.

Upon receipt of an official transcript issued by an approved study abroad program, the OU Office of Admissions will evaluate the total number of credit hours earned abroad. The default posting for unevaluated or unequated coursework completed abroad is lower-division elective credits. There are three cases in which students may receive something other than lower-division elective credits for INTL or EAAP study abroad coursework completed abroad:

- 1) The student completed coursework abroad that has been pre-equated for all OU students and is listed as such on the Education Abroad website. Course equivalency information, when available, is linked from the online program brochure and student application portal.
- 2) The student submits a completed Study Abroad Course Equivalency Request Form to the Office of Education Abroad (Old Science Hall, room 223) attached to the Credit Agreement Form for pre-equation approval.
- 3) The student submits a completed Study Abroad Course Equivalency Request Form to the Office of Education Abroad upon completion of the study abroad program and return to campus. An Education Abroad Study Abroad Adviser or College Study Abroad Liaison may send a completed Study Abroad Course Equivalency Request Form to the Office of Admissions to request an adjustment to the posting of study abroad credit on a student transcript.

Students have a maximum of one calendar year from the date of the end of the study abroad program to request an adjustment to how the Office of Admissions has posted study abroad credit.

Students are responsible for determining what supporting materials (for example, a detailed course description or course syllabus) their college and/or department may require as a matter of internal policy to evaluate a study abroad course for equivalent credit.

This form must be completed for **each** course taken abroad where equivalent credit is sought.

Students who have questions about the appropriate faculty member or department in which to seek equivalent credit should consult with their academic adviser.

Note: this form may not be used to request General Education credit. General Education credit for study abroad coursework must be requested via the Provost's Advisory Committee on General Education Oversight (PACGEO).