Study Abroad Course Equivalency Form
(Instructions on next page. Please print legibly, and complete all requested information in PEN only.)

Today's Date _____

Student Information

_____   _____   _____   _____
Last Name   First Name   Middle Initial   EMPLID (CUNY ID)

_____   _____   _____   _____
Email Address   Phone Number   Credits Completed   Expected Date of Graduation
                                          (by program start date)

Program Information

Host College/Organization: _____   Contact Phone#: _____

Foreign Institution (if applicable): _____   Location (City/Country): _____

Program Title: _____

Semester Attending (Pick one)**:**

___ Fall   **Year Attending:** _____

___ Winter Intersession

___ Spring   **Total BC credits to be earned abroad:** _____

___ Summer

Type of Program:

___ CUNY

___ SUNY

___ Other College/University

___ Study Abroad Organization

Permit Type Needed:

___ None

___ ePermit must be filed (CUNY)

___ CUNY processed as non-CUNY (no ePermit)

___ Non-CUNY, permitted out

Course Equivalency

Host Institution Course

Brooklyn College Course *(completed by BC faculty)*

Host Dept. & Course#	Course Title	Host Credits	BC Equivalent Course Title	Course#	Credits	Approved By (sign)	Date
Host Dept. & Course#	Course Title	Host Credits	BC Equivalent Course Title	Course#	Credits	Approved By (sign)	Date
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IPSA Office Notes:

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

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

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

<u>**Instructions to Obtain Brooklyn College Course Equivalencies for Courses Taken Abroad**</u>

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, IPSA will use this form to post your courses and grades to your CUNYfirst record. Completion of this form **<u>before</u>** you study abroad is recommended, as it will help avoid a delay in posting your study abroad grades on your Brooklyn College transcript. **Please complete in PEN only**; information in pencil cannot be accepted.

<u>**Obtaining Course Equivalency Approvals In-Person:**</u>

- Complete the student and program information sections as best possible. If you are uncertain about some of the questions, consult with [an IPSA 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 IPSA and keep a copy for yourself.
- Please ensure that your transcript is sent from the host/sponsoring institution **directly to the IPSA office**.

<u>**Obtaining Course Equivalency Approvals by Email:**</u>

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, <u>as well as</u> 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 IPSA at studyabroad@brooklyn.cuny.edu. Keep a copy of the course equivalency approval email for your own file. IPSA will accept electronic approvals from the chair or their designee only if sent from their official BC email address.

<u>**Instructions to Academic Departments:**</u>

Students planning to study abroad have been asked to provide to you a detailed 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 IPSA (studyabroad@brooklyn.cuny.edu) with your course equivalency approval as well. If the course would not fall under your department's umbrella, please suggest a different department the student may try. IPSA 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 IPSA at studyabroad@brooklyn.cuny.edu or 718-951-5189.

<u>**Equivalency Resources:**</u>

- BC Academic Department Directory
  https://www.brooklyn.edu/academics/departments/
- BC Undergraduate and Graduate Bulletins
  https://www.brooklyn.edu/registrar/bulletins/