

STUDY ABROAD COURSE APPROVAL

A Guilford College Equivalency Agreement for Study Abroad Courses

Student- Complete Shaded Areas Only

Student Name _____ Campus Mailbox _____ Guilford ID G _____

Indicate here which describes your study abroad program: Guilford-led¹ Guilford-affiliated or Other

Check the term and year this study abroad is to be taken: Summer Fall Spring & Year _____

Host Institution Information			Administrative Section for Department Chairperson Only			
Study Abroad Institution (Provider), if any ²			<div style="text-align: center;">  <p>OFFICE of the REGISTRAR</p> <p>GUILFORD COLLEGE COURSE EQUIVALENT & ATTRIBUTE</p> </div>			
Name & Location of School or Affiliated School (Transcript Issuing School)						
Institution is 2-year <input type="checkbox"/> or 4-year <input type="checkbox"/> / <input type="checkbox"/> Accredited						
Course Department & Number	Title	Credit Hours	Credit Hours	Guilford College Course & Number (i.e GST 111)	Attribute(s) ⁴ see list below for Special Topics Courses (150s, 250, 350s, 450s)	Department Chairperson Approval Printed Name and Signed Initials

¹ Guilford-led includes Brunnenburg, Ghana, Guadalajara, Guatemala, London, Mexico, Munich and Siena.

² examples: CEA Global Education Programs and CIEE.

³ examples: Berea College, Kentucky (an affiliate of the CEA Global Ed Program); Guilford College (a CIEE affiliate).

⁴ If course equivalency is a special topics course, enter attribute, i.e. ARTS, BPST, HP, FL, HUM, MATH, ENG 102, NSM, SSN, ICUL, SJER DUS Major/Minor, Elective.

Information and Instructions on Reverse Side

STUDY ABROAD COURSE APPROVAL

A Guilford College Equivalency Agreement for Study Abroad Courses

General Information

This form ensures that study abroad courses apply to Guilford College degree programs. This process eliminates post-study evaluation so that, upon completion, credit is awarded immediately and as anticipated.

Contact the Study Abroad office about the entire study abroad procedure. This is only a part of the process.

Eligibility for study abroad is established in the Study Abroad application process. Briefly, a cumulative grade average must satisfy the requirements set up by the other accredited institution. Guilford College students at the junior and senior level cannot attend study abroad opportunities at two year schools.

Academic Credit

Courses in a Guilford-affiliated program are credited like any other Guilford College course (credit hours/letter grades).

Credit from other programs is transfer credit (equivalency and credit hours, but no grade).

Credit is awarded as agreed/approved on this form.

Credit is awarded in semester hours as weighted by the host institution.

Instructions for This Form

Before You Leave Complete information in the shaded areas, obtain copies of course syllabi, attach the other institution course description for each course, then submit the material to the appropriate Guilford College department chairperson(s) for course approval. Give the completed, approved set to the Registrar Office. If this form is not filled out and signed appropriately before departing for your Study Abroad program, you will be in jeopardy of not receiving any credit for your Study Abroad program.

If you cannot identify a course prior to departure, submit an additional form upon your return.

When You Return At the end of your study, request a final/official transcript from the issuing institution. Have it sent directly to Registrar, Guilford College, 5800 West Friendly Avenue, Greensboro, NC 27410 or to yourself in a *sealed* envelope (that you deliver, *unopened*, to the Registrar). Submit an additional form for any course(s) not known/approved prior to your going abroad.