



GEO Study Abroad Course Equivalency Form

Instructions for Students

Please complete this form if the following apply to your case:

- You are participating in a GEO-sponsored program that is either a university exchange program, a direct enrollment program, or a third party program like IE3 Global, SIT, CIEE, DIS, **and**
- The course you are taking abroad is not listed in the course equivalency database at: <https://registrar.uoregon.edu/transfer/study-abroad/course-equivalencies> and therefore has not yet been evaluated and approved by a UO department.

In order to have your course evaluated:

1. **Submit the syllabus of the course to the relevant academic department.** In most cases, the student is the only person who will have direct access to the course syllabus. It is therefore up to the student to secure a copy of the syllabus and submit it to the relevant UO academic department. For instance, for a Political Science course, reach out to the UO Political Science department (undergraduate coordinator, faculty, departmental staff, academic advisor, etc) to learn who should be receiving the syllabus for evaluation.
2. **If the syllabus is not in English, it is the student's responsibility to translate the syllabus before evaluation can take place.** The only exception for this is language departments that are evaluating courses taught in that language and academic discipline. For instance, a Japanese literature course taken at Waseda University does not need to be translated in order for the UO Japanese department to evaluate the syllabus.

Instructions for Department

- This form should be completed by the appropriate course evaluator in the respective department (e.g. designated faculty, undergraduate coordinator, academic advisor, program manager, etc).
- To submit this form, **please send it as an attachment to the Registrar's Office to sareg@uoregon.edu** and copy geoinfo@uoregon.edu, or complete the Registrar's online form here: <https://registrar.uoregon.edu/faculty-staff/grades/study-abroad-credit>

Course title:

Name of the program:

This course is approved for the following course level(s) (CHECK ONLY ONE OPTION):

188 ☐ 288 ☐ 388 ☐ 488 ☐ 588 ☐ 488/588 ☐

UO subject code (e.g. ANTH, ENG):

Will this course count towards major requirements in your department? Yes ☐ No ☐

If yes, please specify what course(s) or requirement(s):

Pre-approved for which home dept degree requirement (attribute):

Will this course count towards minor requirements in your department? Yes ☐ No ☐

If yes, please specify what course(s) or requirement(s):

Approved by (print name): _____

Signature: _____ Date_____

Department _____ Title: _____