



Follow the steps below to complete your course equivalency form (CEF). This form is used to pre-approve your courses taken abroad or through the National Student Exchange. The course equivalencies will be used by SHSU's Office of International Programs to place credit on the student's SHSU transcript from academic work completed in connection with a study abroad or NSE program.

Step 1: Research your available course offerings

- Visit the host institutions website for course offerings.
- Review the [Course Equivalency Guide](#). This guide can be used to see how courses have been approved in the past. It does not mean they will be approved for the same courses again. The guide only lists courses that a student took not all courses available at the host institution.
- Your Study Abroad Coordinator can help you locate courses offered.

Step 2: Create a list of courses to take abroad/away

- Write course code/number for each host institution course. Will not be available for all institutions abroad.
- Write title for each host institution course.
- Include number of credits for each course at the host institution.
- Make sure course codes, titles, and credits are exact (no abbreviations).
- Recommended: get first choice and back-up courses pre-approved in case courses conflict or are not offered.

Step 3: Meet with Department Chairs and Academic Advisor

- Discuss course selection, type of credit, degree plan, and how to best incorporate your study abroad/NSE program into your SHSU degree with your Academic Advisor.
- Collect all necessary documents for course approval (host institution course codes, descriptions, syllabi, etc) and contact each department chair for approval signatures.
- Obtain the proper signatures and approvals for the courses you listed. The CEF must have final approval from your Academic Advisor, Major Department Chair, and Study Abroad Coordinator.
- Make sure you have a clear understanding of how courses will be applied to your degree plan. Your Academic Advisor will help you with this.
- If the SHSU equivalent courses approved (or not approved) do not fit your degree plan you might need to change your study abroad/NSE program for it to academically be possibly for you to study abroad/away.

Step 4: Double-check your SHSU equivalent courses

- Make sure the courses you are planning to take are what you discussed with your academic adviser.
- Make a copy of the Course Equivalency Form for your records so you have it available when you register for courses abroad.
- If you take completely different courses abroad/away, you must complete a new CEF with the new courses.

Step 5: Submit Course Equivalency Form through the Study Abroad Portal

- Bring the signed and completed CEF) to the Office of International Programs for the final signature.
- Your Study Abroad Coordinator can scan the form for you so you can upload it to the Study Abroad Portal.
- The CEF must be submitted at the latest 2 weeks before departure.

Student and Program Information

Name: _____ Email: _____ Phone: _____ Sam ID: _____
 Major: _____ Minor: _____ Classification: Undergraduate Graduate
 Semester(s) and Year of Program: _____ Exchange Program Affiliated Program National Student Exchange
 Name of Program or Host Institution: _____
 Location (City, Country) of Program: _____ Number of credits planning to take: _____

Course Approval Chart

Follow the instructions on the reverse side to complete this form. When working with department chairs, have course codes, descriptions, syllabi, and other content readily available to complete all necessary sections. We recommend getting at least six courses approved for a full semester program.

Courses to be completed at HOST Institution: (section to be completed by student):			Equivalent courses at SHSU (section to be completed by the <u>Department Chair(s)</u>):				
Course Code:	Course Title:	Credits:	Course Prefix/ Number:	Course Title:	Credit Hours:	Applied towards degree area:	Department Chair Signature:

Approval Signatures

You are required to get approval signatures from your Academic Advisor and Major Department Chair. If you are taking a foreign language course you will also need an additional signature from the Department of World Languages & Cultures. Signatures are listed in the order they must be signed.

WOLC Study Abroad Coordinator: (if applicable) _____	Date: _____
Academic Advisor: REQUIRED _____	Date: _____
Major Department Chair: REQUIRED _____	Date: _____
Study Abroad Coordinator: REQUIRED _____	Date: _____