AUGUSTANA COLLEGE
Petition to Committee on Advanced Standing and Degrees
INTERNATIONAL STUDY EXCHANGE PROGRAMS and THIRD-PARTY PROVIDERS

In order to earn credit through an approved international study or exchange program, Augustana students must obtain **approval** from the Committee on Advanced Standing and Degrees **prior to taking a course** (See attached list for specific regulations). Please complete and return this petition to the Office of the Registrar. The student is advised that a petition will not be considered if the information required is not supplied in complete detail.

Name (print): _____ I.D. No.: _____

Date: _____ Box Number: _____ Term for coursework: FALL   WINTER/J-TERM

                                                                                SPRING   SUMMER

Declared Major(s):_____   Minor(s): _____

Faculty Advisor(s): _____

Number of credits earned to date: _____ Transfer credits earned to date: _____

Name and location of institution where course work is to be taken: _____
_____

Petitioner's Signature: _____

Petitioner should obtain the following signatures:

Augustana Exchange Program Coordinator's Signature (if applicable): _____

Academic Advisor's Signature: _____   **Date:** _____

Director, Office of International Program's Signature: _____   **Date:** _____

The Office of the Registrar will obtain the following information:

Chair of General Education Committee's Signature: _____   **Date:** _____

Committee on Advanced Standing and Degrees Recommendation	**APPROVED**	**DENIED**	**Initials: _____**
Approved to earn credit in the course(s) attached?	YES	NO	_____
Approved to earn credit toward a general education requirement be awarded?	YES	NO	_____
Approved to earn credit toward the major/minor be awarded?	YES	NO	_____

Chair of AS&D or Registrar's Office Representative: _____ **Date:** _____

Action of AS&D Committee:

Date:

☐ CC: Sue Standley, Financial Aid
☐ CC: IS Office
☐ CC: Dean of Students Office

*PLEASE NOTE: You must attach a course description from the institution's website or catalog for EACH COURSE. *If you are submitting more than three (3) courses, please use two forms. Course Information – complete one section for each course.*

_#1_ Course No. & Title	
# of Credits	
Augustana course (No. & Title) or elective?	
This course is to be taken to fulfill a requirement for:	Graduation: Yes No Declared Major: Yes No Declared Minor: Yes No
Have you already taken a comparable course at Augie?	Yes No
Did you earn credit for the course?	Yes No
Departmental Approval	MAJOR or MINOR
	PREREQUISITE or SUPPORTING COURSE
Chair Signature _____	APPROVED or NOT APPROVED

_#1_ Course No. & Title	
# of Credits	
Augustana course (No. & Title) or elective?	
This course is to be taken to fulfill a requirement for:	Graduation: Yes No Declared Major: Yes No Declared Minor: Yes No
Have you already taken a comparable course at Augie?	Yes No
Did you earn credit for the course?	Yes No
Departmental Approval	MAJOR or MINOR
	PREREQUISITE or SUPPORTING COURSE
Chair Signature _____	APPROVED or NOT APPROVED

_#1_ Course No. & Title	
# of Credits	
Augustana course (No. & Title) or elective?	
This course is to be taken to fulfill a requirement for:	Graduation: Yes No Declared Major: Yes No Declared Minor: Yes No
Have you already taken a comparable course at Augie?	Yes No
Did you earn credit for the course?	Yes No
Departmental Approval	MAJOR or MINOR
	PREREQUISITE or SUPPORTING COURSE
Chair Signature _____	APPROVED or NOT APPROVED

Specific Regulations Governing International Coursework

1. **Prior approval:** Credit will not be awarded without approval by the Committee on Advanced Standing and Degrees prior to a course being taken. Petition forms for this purpose may be obtained in the Office of the Registrar. Petitions must include: the name of the exchange institution or partnership through which the course is to be taken; titles and descriptions of courses; length of the session or term; statements of support from the student's advisor and from the chairs of the departments that will offer the course at Augustana; and when necessary, a statement of support from those responsible for the degree requirement fulfilled by the course to be taken.

2. **Transcripts:** Final transcripts with posted final grades for this coursework must be received according to the date in the approval email. However, if you intend to graduate before this deadline, you will need to be sure that official transcripts sent directly from the institution to the Office of the Registrar are received prior to the graduation date for the term in which you hope to graduate. Transcripts should be sent to the Augustana College Office of the Registrar directly from the other institutions. Transcripts issued to students and grade sheets are not official, and so cannot be accepted by the Office of the Registrar. You are also responsible for meeting all graduation application deadlines. Please see the Augustana Calendar for more details.

3. **Grades:** Courses taken through an Augustana approved international study away or exchange program , in which an institutional agreement and a Financial Aid Consortium Agreement has been signed, will be registered as Augustana College courses, and the final grade will post to your transcript and count in your Augustana College grade point average.

4. **Repetition of courses:** Students may not earn credit in a study away course if they have previously earned credit for a course that is posted to their Augustana record.

5. **Correspondence or Distance course work:** A maximum of nine semester credits in distance education from an accredited undergraduate institution may be applied toward the Bachelor of Arts degree. Distance education course work may *not* be applied toward fulfillment of the foreign language requirement.

6. **Concurrent Registration Policy and Guidelines:** Full-time Augustana students (those enrolled in 12 or more credits in a semester or enrolled for one J-term course) may not concurrently carry coursework at any other institution. Students who feel they have an unusual circumstance that requires concurrent registration must request prior approval of the Committee on Advanced Standing and Degrees. The guidelines for prior approval of transfer credit once a student has enrolled at Augustana apply also to petitions for concurrent registration. Students who wish to petition for concurrent registration should continue to attend all Augustana classes during this period. The following guidelines also apply:
    1) Only students who have earned 61 credits or more and have a strong academic record will be considered for concurrent registration; and
    2) Petitions for this privilege are approved only if the committee judges that the student's valid educational objectives for an Augustana degree can be met best through concurrent registration.

7. **Additional Policies and Procedures**: Degree-seeking students are not eligible to participate in study away once they have graduated. Students who need the study away coursework to complete their degree may not earn In-Progress (IP) or Incomplete (I) grades in their coursework for the term they are a candidate for graduation. Students with IP or I grades will automatically be removed from the candidate list and it will be the responsibility of the student to reapply for a future term. Please see the Augustana catalog for all other applicable policies, procedures and deadlines. It is the responsibility of the student to report any printed error to the Office of the Registrar within one year. The responsibility for understanding and meeting degree requirements and following published polices, procedure and deadlines rests entirely with the student.

Updated 11.22.2019 (yellow)