

Study Abroad Credit Transfer Form

Washburn University

Complete the top portion for pre-approval of courses abroad.

Last Name

First Name

Major/Minor Dept.

WIN

For Office Use:

☐ Exchange (1-18 credit hrs. XB,XI,XM,XN, tuition charging)

☐ Affiliate (0 credit hrs. XE Holding Course, non-tuition charging)

☐ FAO Consortium Agreement - US Based Program Provider

☐ FAO Contractual Agreement - Foreign Based Program

I plan to attend the study abroad program coordinated or approved by Washburn as designated below:

City

Country

Host University/Program Provider

Dates of attendance for the study abroad program: From _____ to _____ Term: _____

Month/day/yearMonth/day/year

Proposed study abroad courses (Shaded area for office use only): *Note: Transfer of Academic Credit earned from a Foreign Institutions: "A letter grade will only be posted if the course is required for the student's major or minor academic program." If requesting to exclude from transfer back to WU, enter '0' hours, and instead of equivalent note "exclude" and reason why. See exclusion policy on back of form.*

| Dept. | Course | Sect | WU Study Abroad Course Title | Holding Hours | Host University Course Title | Transfer Hours | Washburn equivalent: Title Dept. Course # Or 1XX or 3XX when no exact match exists |
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Dept Chairperson's signature

Date

Academic Advisor's signature

Date

Student's signature

Date

Dept Chairperson's signature

Date

Academic Advisor's signature

Date

Associate Provost's Signature (Transfer Exclusion)

Date

Signature indicates final approval of courses to be excluded from transfer.

Note: Approval of a course to count for general-education credit is provided by the university's General Education Committee. See instructions on the back. The following courses have been completed at the hosting institution, and based on that institution's official transcript, are recommended to transfer to Washburn University: *(Note: A letter grade will only be posted if the course is required for the student's major or minor. All other course work is posted as Credit.)*

| Host University Course Title | Washburn Equivalent: Title, Dept, Course # Or 1XX or 3XX when no exact match exists | Lower/Upper Level | Credit Hours | Identify Washburn requirement this course fulfills (major, minor, general education or elective) | Letter Grade / Credit |
|------------------------------|---|-------------------|--------------|--|-----------------------|
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Dept Chairperson's signature

Date

Academic Advisor's signature

Date

Registrar for Posting

Date

Dept Chairperson's signature

Date

Academic Advisor's signature

Date



Study Abroad Credit Transfer Approval Process

Washburn University • Study Abroad Office

Plass Learning Resources Center, Room 217

1700 SW College Ave • Topeka, KS 66621

studyabroad@washburn.edu - <http://washburn.edu/studyabroad>

INSTRUCTIONS

Please read these instructions carefully. **In order to have classes approved, you will need to meet with several individuals on campus.**

❑ **Step 1: Plan the course/s you will take abroad. Research available courses through your host institution.**

Minimum required full-time:
Semester: 12 US credit hrs. Beyond 15 hrs. requires Dean's approval.
Summer: 3 US credit hrs.
Beyond 9 hrs. requires Dean's approval.

Write the courses you plan to take at your host university on the form under "Host University course Title".
Alternative Courses:

List several alternatives in case your first choices are not available.
If there are not enough spaces to list all the courses, you can obtain additional forms online.

❑ **Step 2: Meet with your Faculty Mentor / Academic Advisor** to approve your overall plan. **Take a copy of your SACT form & Host University Course Descriptions** so that you can discuss how the courses you will take abroad fit in with your degree program. Review the requirements that will be met while you are abroad as well as the credits that will remain when you return.

❑ **Step 3: Obtain tentative approval for WU course equivalents in each academic department.**

The Department Chair of each department will approve the course that corresponds to their academic department. For example, a history course equivalent must be approved by the Department Chair of the History Department.

When you meet with the Department Chair, bring all available course information, such as a course description, syllabus, or texts. The Department Chair will evaluate this information to determine a tentative WU equivalent and the number of credit hours.

WU follows the **Carnegie Method** of determining credit hours: in general 750 mins. = 1 credit hour, 37.5 hrs. = 3 credit hours. If available course information is insufficient, the Department Chair may ask the student to bring back evidence of course work, syllabus, assignments, etc. at the end of the study abroad period before finalizing the approval.

Step 4: If you will have two semesters (30 hours) or fewer to graduate when you return...
Plan your last semester at WU before you leave.

If you will complete ALL degree requirements while abroad, arrange to apply for your degree before you depart. It can take several months after the end of your program to post study abroad credit.

UNDERSTANDING

It is the student's responsibility to enroll in the appropriate courses at the foreign institution. **The student must inform their Academic Advisor and the Study Abroad Coordinator of any changes in course choice or curriculum.** Students understand that all course work completed, and all grades (passing and failing) received will be posted on their official WU transcript. *A letter grade will only be posted if the course is required for the student's major or minor. All other course work is posted as credit. Courses to be completed at host institution to fulfill visa/institution enrollment requirements may be requested in advance to be excluded from transfer back to Washburn University. Approval of such a request is at the discretion of Associate Provost and is final.*

GENERAL EDUCATION APPROVAL

Approval process may be completed either before or after completion of the course and requires the submission of a course description and syllabus. Send an email with a completed [General Education Transfer Petition](#), and a copy of the course description & syllabus, to the Associate Provost for Curricula and Program Innovation (AP) at beth.oneill@washburn.edu. The petition must demonstrate how the course meets the general education requirements outlined in the petition. The AP will review the course information, and work with the General Education Committee to determine approval of general education credit. The AP will notify the student, their academic advisor, the Director of Study Abroad, and the Degree Auditors regarding approval, and the student's degree audit will be updated accordingly.

COURSE, GRADE/CREDIT POSTING

On the WU Transcript the course title will be listed as the IS course number and study abroad title. When the grade/credit is posted the title of the foreign course is added. It appears as sub-title on the official transcript and on the web unofficial transcript.

DEGREE AUDIT

A degree audit will only pull the study abroad course title. The foreign course sub-title will not appear on the degree audit.

AGREEMENT

This agreement shall serve as a written contract between WU and the student for the transferability of credits. WU cannot guarantee credit upon return to WU for any courses taken that are not pre-approved