





## Study Abroad Credit Transfer Approval: Direct Enrollment at a Foreign Institution

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### INSTRUCTIONS

A completed Study Abroad Credit Transfer Form (SACT) is required for foreign grades to be transferred and posted on your WU transcript. Consult the Study Abroad Coordinator for program specific instructions.

Make a copy of this form and take it abroad with you.

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

Minimum required full-time course load:

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 in the Office of International Programs or online at: [www.washburn.edu/iip](http://www.washburn.edu/iip)

**Step 2: Meet with your Academic Advisor** to approve your overall plan.

**If you have not yet declared a major**, make an appointment in the Center for Student Success. An Advisor will assist you.

**Take a copy of your SACT form & 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 catalog 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. Let the Study Abroad Coordinator know your graduation plans and maintain close contact to ensure that grade posting moves as quickly as possible.

### 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 grades 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.*