





# Study Abroad Credit Transfer Approval Process

Washburn University • Office of International Programs

1700 SW College Ave • Topeka, KS 66621

Phone (785) 670-1051 • Fax (785) 670-1067

[studyabroad@washburn.edu](mailto:studyabroad@washburn.edu) - <http://washburn.studioabroad.com/>

## INSTRUCTIONS

A completed Study Abroad Credit Transfer Form (SACT) **must be submitted** to the Office of International Programs for foreign grades to be transferred and posted on your WU transcript.

□ **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 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.*

## GENERAL EDUCATION APPROVAL

**Step 1:** To be completed prior to departure. Send an email with a

request for review of a course for general education credit transfer to the Associate Vice President of Academic Affairs. Include a scanned copy of your Study Abroad Credit Transfer Form and a link to the course description & syllabus, if available. The AVPAA and the General Ed Committee will review the course information and determine the number of credit hours and the level of credit. Submit the completed Study Abroad Credit Transfer Form to the OIP (including the AVPAA's signature).

**Step 2:** To be completed upon your return: Once your official host university transcript is received, the Study Abroad Coordinator will send a copy of the transcript and the pre-approved credit transfer form to the AVPAA for final approval.

If a course description and/or syllabus is not available to submit prior to the program, the student must submit a General Education Transfer Course Petition for approval after returning. The petition must demonstrate how the course meets the general education requirements outlined in the petition:

<http://www.washburn.edu/faculty-staff/faculty-resources/policies-forms/forms/gen-ed-transfer-petition.pdf>

## 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. Ex: IS 303XB Study Abroad – Business 3.0 CR Management Skills

## 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.