

TRANSFER OF CREDIT FORM FOR OFF-CAMPUS STUDY

Name: _____ Off-campus program: _____ Semester(s): _____

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

To be completed by the STUDENT	To be completed by the CHAIR/DIRECTOR OF THE DEPARTMENT/ PROGRAM <u>AWARDING CREDIT</u>		To be completed by the CHAIR/ DIRECTOR OF THE STUDENT'S <u>MAJOR/MINOR PROGRAM</u>		To be completed by ACADEMIC AFFAIRS
Course name/number/units at off-campus institution	W&J course equivalent to be recorded on transcript	Approval	Major/minor requirement fulfilled	Approval	Breadth/Skill
EXAMPLE #1 PS2833.01, Politics of the EU, 2 units (of 16)	POL 200TR	Joseph DiSarro <i>Joseph DiSarro</i>	IST Europe elective	Zheya Gai <i>Zheya Gai</i>	
EXAMPLE #2 SOCIO238, Ethics in Society, 6 units (of 24)	PHL 130	G. Andrew Rembert <i>G. Andrew Rembert</i>			HUM Sharon Taylor <i>Sharon Taylor</i>
Name/#: Units: _____		_____ <i>Name</i> _____ <i>Signature</i>		_____ <i>Name</i> _____ <i>Signature</i>	
Name/#: Units: _____		_____ <i>Name</i> _____ <i>Signature</i>		_____ <i>Name</i> _____ <i>Signature</i>	
Name/#: Units: _____		_____ <i>Name</i> _____ <i>Signature</i>		_____ <i>Name</i> _____ <i>Signature</i>	
Name/#: Units: _____		_____ <i>Name</i> _____ <i>Signature</i>		_____ <i>Name</i> _____ <i>Signature</i>	
Name/#: Units: _____		_____ <i>Name</i> _____ <i>Signature</i>		_____ <i>Name</i> _____ <i>Signature</i>	
Student signature/date		Faculty advisor signature/date		Faculty advisor signature/date (for 2nd major, if applicable)	

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INSTRUCTIONS

- 1) **Select the courses you wish to take abroad.** You should plan to take whatever your program considers a full course load (if you do not know what constitutes a full course load at your host institution, please contact the Office of Study Abroad for assistance). Complete the column labeled “to be completed by the student” with the names of the courses you plan to take (as listed on your program’s website or in their course catalog), the course number (if your program uses course numbers), and the number of units the course is worth at your host institution.
- 2) **Get approval for your courses.** Take the form **and** the “Notes for Faculty Approvers” page to the authorized approver for each department/program from which you would like to receive credit. Please see the attached list for authorized approvers.
 - If the course you’re taking off-campus corresponds to a department or program at W&J, you must get approval from the relevant department chair or program director, *regardless of how you want to use those credits* (e.g., major, minor, GenEd, or free elective). Courses may transfer in as departmental electives (see example #1 on the transfer of credit form), or equivalents to an existing W&J course (see example #2).
 - If there is no equivalent department on campus, you will need to request approval as a free elective (ELE). Do this by sending an email to wjregistrar@washjeff.edu that includes the course number and name, number of credits or ECTS and the course description or syllabus and indicating that you are hoping to have the course count as an ELE.
- 3) **If applicable, seek major/minor approval.** If you would like the course to count toward a major or minor, take the form to the chair of the department or director of the program overseeing that major/minor.
 - For example, if a course has been approved by the history department chair, but you would like it to count toward your international studies major, then the director of the international studies program must also approve the course, and list how it will count toward the major.
 - If the course will not count toward a major/minor, you may leave this section blank.
- 4) **If applicable, request approval for general education requirements.** If you would like a course to count toward your general education requirements – either “breadth of study” (arts, humanities, social sciences, or natural sciences/math), “cultural diversity,” or “skills” (writing, oral communication, or quantitative reasoning) – you must request approval from the designated faculty member (please see the list of approvers for details).
- 5) **Get the signature of your academic advisor(s).** It is important that your advisor(s) be aware of your academic plans while off-campus, **though the ultimate responsibility to complete degree requirements is up to you.**
- 6) **Turn in your original form to the Office of Study Abroad by the designated deadline.** Keep a copy for yourself.

W&J credit equivalents will be assigned by the Registrar’s Office. After you have submitted your form to the Office of Study Abroad, the Registrar’s Office will determine how much credit each of your approved courses will be worth. A full course load off-campus will equal a full course load at W&J (the equivalent of 16 credits/4 courses).

Tips

- **List more courses than you actually plan to take.** By getting extra courses approved in advance, you will spend less time getting approvals from off-campus should your courses change. Please check Sakai if you need an additional form.
- **Don’t wait until the last minute to seek approvals.** Be respectful of the department chairs’ and program directors’ time, and give them advance notice that you’ll be coming. If you wait until the last minute, you also risk that they will not be available.
- **Provide course descriptions and/or syllabi.** The approvers may need to see this information before approving your courses, so save time and effort by bringing them along or sending them in advance.
- **Courses should be approved before you return home.** This saves time and helps to ensure you will be able to obtain any needed information from the course instructor. It also allows transfer credit to be posted sooner to your W&J transcript.
- The maximum number of full W&J course equivalencies that can be posted following a semester abroad is five.
- **Questions? Please contact Study Abroad at studyabroad@washjeff.edu and/or the Registrar at wjregistrar@washjeff.edu**

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Notes for Faculty Approvers

Courses at the following partner schools are typically equal to one full W&J course:

Approved Off-Campus Study Program	Country
Akita International University	Japan
American University in Cairo	Egypt
Florence School of Fine Arts (formerly Firenzi Arti Visive)	Italy
Flinders University	Australia
Lingnan University	Hong Kong
Sophia University	Japan
St. Mary's University College	UK
Temple University in Rome	Italy
Universidad Pablo de Olavide	Spain
Universidad San Francisco de Quito and GAIAS program	Ecuador/Galapagos Islands
Washington Semester Program	USA

Many programs use the European credit transfer and accumulation system (ECTS). Here are some notes to guide you in the approval process for these partner schools. For the successful completion of an approved study abroad course that has either (i) a total of at least 39 contact hours or (ii) at least 6 ECTS (European credit transfer and accumulation system), a student will receive one course of W&J transfer credit. Alternatively, where appropriate as determined by the Director of Study Abroad and the Chairpersons of the relevant Departments, two or more study abroad courses that aggregate more than 6 or more ECTS may be combined to receive one course of W&J transfer credit.

When determining the amount of W&J transfer credit to be awarded when study abroad courses are being combined for that purpose, the following guidelines should be followed:

- The basic principle is to allow two or more study abroad courses to be combined to provide one or more courses of W&J transfer credit based on an equivalency of 6 ECTS to one course of W&J transfer credit; provided that the number of courses for which W&J transfer credit is received may not exceed the number of study abroad courses.
- Accordingly,
 - One or more study abroad courses aggregating 6 to 11 ECTS would receive one course of W&J transfer credit.
 - Two or more study abroad courses aggregating 12 to 17 ECTS would receive two courses of W&J transfer credit.
 - Three or more study abroad courses aggregating 18 to 23 ECTS would receive three courses of W&J transfer credit.
 - Four or more study abroad courses aggregating 24 to 29 ECTS would receive four courses of W&J transfer credit.
- Notwithstanding the quantitative equivalency set forth above, consideration should be given to assessing, on a qualitative basis, the appropriateness of awarding any particular number of courses of W&J transfer credit for the set of study abroad courses taken.
- Please note that at the University College Cork in Ireland, it has been determined that courses worth 5 ECTS may count as full W&J courses. No special indication or email is needed.

For approvals for courses at institutions not using the ECTS system or not on the above list, please contact the Office of Study Abroad (studyabroad@washjeff.edu) and the Registrar's Office (wjregistrar@washjeff.edu) should you require more information in determining appropriate credit.