

## Study Abroad Course Credit Transfer Procedure

### STEP 1: REGISTRAR'S OFFICE

Students wishing to enroll in a study abroad program must present the program of study to the Registrar's Office. The Transcript Analyst will evaluate the college/university for the transferability of credits. **Note: The student should decide at this time whether he/she will take courses on a pass/fail or graded basis and indicate so on the form.**

### STEP 2: MEET WITH ACADEMIC ADVISOR

Once transferability has been approved, the student will meet with their academic advisor for approval of his/her overall plan. The credit earned abroad must apply toward his/her degree at PSU. The advisor will work with the student to decide which courses the student should try to take abroad. The advisor will then mark how they suggest credit will count on the Credit Approval form in the column headed Type of Degree Requirement.

### STEP 3: MEET WITH THE DEPARTMENT CHAIR

Once a study plan has been made with the academic advisor, the student shall present the plan to the Chair of Department of the courses for approval of the credits and plan. For example, if the student is taking History courses, he/she should meet with the Chair of the History department. The courses taken abroad must further the student towards their degree, therefore; in most cases, the student will be meeting with the Chair of their major or minor department. The Dept. Chair should evaluate the courses and decide what the PSU equivalent will be **if** the course is completed. Students are responsible to bring course titles, descriptions, syllabi, and any other material about the course to this meeting that the chair requires. **It is highly suggested to have more courses approved than will be taken during the time abroad in case of course cancellation or closure upon arrival at the host institution.** Department Chairs have the right to request more information before deciding on transfer credit for the course.

**Note: The Dept. Chair may place conditions on their approval. The conditions should be noted on the approval form.**

### STEP 4: REGISTER BY RETURNING TO THE REGISTRAR'S OFFICE

As the student goes through the course credit approval process, he/she should obtain the signatures of the Academic Advisor, the Department Chair, Study Abroad Advisor, and Transcript Analyst in that order. Once the form is complete, the student will return it to the Registrar's Office.

If the student's program of study abroad has already been approved by the Study Abroad Committee, students will register with the Assistant Registrar. Students taking part in an exchange agreement program register for a semester block of credits represented by the course number 599 in the approved department of study. The 599 block of credits will serve as a space saver for registration purposes until the student returns from the study abroad experience with evidence of the completed courses. Students enrolling in non-exchange agreement schools will be enrolled in ADMIN – 001\*01 and will be coded SAB in the location field. At that time the credits will be applied as previously agreed to in the transfer agreement.

**Grades will not appear on transcripts until official transcripts from the study abroad program are received. The student is responsible for making all arrangements for official transcripts to be received by PSU Registrar's in a timely manner. It is the student's responsibility to make arrangements for the transcript be in English.**

### NOTE:

This agreement shall serve as a written contract between PSU and the student for the transferability of credits. **PSU cannot guarantee credit upon return to PSU for any courses taken that are not pre-approved.** If a student decides to take a course that is not pre-approved, the student will risk not receiving credit for the term abroad, receiving failing grades for courses not properly approved, delaying course registration for the next semester, affecting financial aid eligibility, and/or possibly delaying graduation.

One copy shall be given to the student and one copy kept in the student's file at the Office of International Programs and Services. Other copies should also be kept by each agreeing department.

**Note: It is the student's responsibility to make sure that they have a written copy of this agreement before they leave campus for the study abroad experience.**

