

Semester-Long Study Abroad Course Credit Transfer Procedure

STEP 1: STUDY ABROAD OFFICE- Speak with the Study Abroad Coordinator to clear up any confusion and to correctly list the program and/or university.

STEP 2: STUDENT- Complete sections 1 (on page) filling in your information and the courses that you would like to take at the host institution. While looking at the PSU course catalog and the list of classes and/or syllabuses at the host university, compile a list of courses and the courses for which you think they will count at PSU. Sign on page 4.

STEP 3: MEET WITH YOUR ACADEMIC ADVISOR(S) - Ask your advisor for advice about which classes you should take abroad. Your advisor will then circle the "type of degree requirement" for each course on the chart on page 2. Please also ask your advisor to circle and sign in section 2 on page 3.

Please note: The classes that you take abroad must show up on your degree audit if you will be using federal financial aid. Also, in order to receive credit, the transcript must reflect a level of courses that matches the level at which you are enrolled at PSU. The registrar cannot grant graduate credit to an undergraduate student or vice versa.

STEP 4: MEET WITH THE DEPARTMENT CHAIR FOR EACH COURSE- Once a study plan has been made with the academic advisor, present the plan to the chair of the department(s) of the courses for approval of the credits and plan. Regardless of your major, if you are taking biology courses abroad meet with the Chair of the Biology Department, who will initial if the courses are approved for transfer. The dept. chair should evaluate the courses and decide what the PSU equivalent will be. Students need to bring course titles, descriptions, syllabuses, and any other material about the course (in English) to the chair. Dept. chairs have the right to request more information before deciding on transfer credit for the course. The dept. chair may place conditions on approval, and the conditions should be noted on the approval form. Chairs will initial next to courses that they approve. **Please have more courses approved than will be taken during the time abroad because course cancellation and closure upon arrival at the host institution is not uncommon.**

STEP 5: MEET WITH THE DEPARTMENT CHAIR OF YOUR MAJOR(S)-Ask the department chair to sign in section 2 on page 3.

STEP 6: TURN IN THE FORM TO THE STUDY ABROAD COORDINATOR- The Study Abroad Coordinator will then present your form to the Study Abroad Committee for approval.

STEP 7: TAKE THE FORM TO THE REGISTRAR'S OFFICE-The Study Abroad Coordinator will sign the form after you have been approved by the S.A. Committee. You will then pick up the form from the S.A. Coordinator and take it to the Registrar's Office and ask to speak with the **Assistant Registrar/Transcript Analyst** who will complete the Registrar Certification on page 3. You will then take this form to the **Assistant Registrar/Degree Checking** who will sign on page 3. After you have these signatures, leave the form with the Assistant Registrar/Transcript Analyst. **You will receive an email when your form is ready to be picked up and you will receive a copy of the form for your records. You also need to ensure that the S.A. Coordinator receives a copy.**

The Registrar will place you in a study abroad placeholder course for your semester abroad; you will not enroll in courses at PSU unless you are taking an online PSU course.

STEP 8: CONFIRM COURSES WITH THE HOST UNIVERSITY-When you register for courses abroad you will complete a learning agreement (Note: You may not register for courses until you arrive at the host university). If courses change, it is your responsibility to inform the Study Abroad Coordinator so that the necessary arrangements can be made. If you are to receive federal financial aid, you must inform the Office of Financial Assistance ASAP if these credits change. At the end of your program, it is also your responsibility to ensure that your official transcript is sent to PSU by the date listed in your acceptance letter from the Study Abroad Coordinator.

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 takes a course that is not pre-approved, any credit that may transfer back for such course may not apply towards the student's degree, and this may jeopardize financial aid eligibility and delay his/her graduation.

After all sections are complete, four copies of this form should be made. One for: the student, the Study Abroad Coordinator, the Assistant Registrar, and the Office of Financial Assistance.

Semester-Long Study Abroad Credit Transfer Agreement

1. STUDENT: Read the instructions on page 1. (Please complete the section below and then take the form to your academic advisor and then the dept. chairs for each course to get approval. You will also need your academic advisor's signature and the signature of the dept. chair of your major on page 3.)

The following agreement is between Pittsburg State University and (name and ID) : _____ regarding the transfer of credit for a study term abroad in the following program:

Program Name _____ Host Institution _____ Location (City, Country) _____ Dates of program _____

This agreement certifies that the following courses from the above named program have been pre-evaluated for transferability and are applicable to the student's degree and will be credited upon receipt of transcript to the student's PSU transcript as follows:

| Host Inst. Course Code & # | Host Institution Course Name | Credits at host inst. (ECTS, etc) | PSU Course Code & # | PSU Course Equivalent | Credits at PSU | Type of Degree Requirement (advisor) | Approval (dept. chair) | Dept. Chair Initials |
|----------------------------------|------------------------------|---|---------------------------|-----------------------|-------------------|--|---------------------------|-------------------------|
| | | | | | | Gen Ed Major/minor Elective | Yes No | |
| | | | | | | Gen Ed Major/minor Elective | Yes No | |
| | | | | | | Gen Ed Major/minor Elective | Yes No | |
| | | | | | | Gen Ed Major/minor Elective | Yes No | |
| | | | | | | Gen Ed Major/minor Elective | Yes No | |
| | | | | | | Gen Ed Major/minor Elective | Yes No | |
| | | | | | | Gen Ed Major/minor Elective | Yes No | |
| | | | | | | Gen Ed Major/minor Elective | Yes No | |

Note: Credits covered by this agreement will only be posted to the student's transcript upon receipt of an official transcript from the host university showing successful completion of the courses listed above. Courses not listed cannot be transferred without prior approval.

Semester-Long Study Abroad Credit Transfer Agreement

1. STUDENT: (Complete the section below and then see your acad. advisor and dept. chair of your major to complete the next section).

Student name and ID number: _____

Host university: _____

I request all grades be posted on a PASS(P) / NO CREDIT(NC) basis. YES NO _____ (student circles and initials)

I will be using federal financial aid for this program. YES NO _____ (student circles and initials)

If yes, please speak with Financial Assistance.

2. ACADEMIC ADVISOR/DEPARTMENT CERTIFICATION: (Please circle and sign below)

- Can PASS (P) / NO CREDIT (NC) courses count toward the student's degree? YES NO
- The student has discussed his/her study abroad plans with me and understands which courses will count toward a major/minor/elective requirement.

Signature of Academic Advisor_____
Date

- The student has discussed his/her study abroad plans with me and has received approval for courses that will fulfill degree requirements.

Signature of Department Chair in major_____
Date

Students with a double major:

Signature of 2nd Academic Advisor_____
Date_____
Signature of Department Chair in 2nd major_____
Date**TO BE COMPLETED AFTER STUDY ABROAD COMMITTEE APPROVAL****3. ASSISTANT REGISTRAR CERTIFICATION:**

Transcript will be issued by: _____(host university)

University issuing transcript is approved for credit transfer. _____ (initials of Assistant Registrar)

This is a PSU partner university. The student will be paying PSU tuition. YES NO _____ (initials of St. Abroad Coord.)

One academic credit at this university equals _____ PSU Credits. _____ (initials of Assistant Registrar)

Number of academic credits needed from this university to transfer back to PSU as 12 PSU credits = _____**Salamanca, Cursos Internacionales students only :** at least 40 hours = 3 PSU credits/ at least 80 hours = 6.Number of contact hours needed from this university to transfer back to PSU as 12 PSU credits = _____**Student should be enrolled in _____ PSU credits for the Study Abroad Placeholder during the term abroad**
(S.A.Coord.)**3. STUDENT:** (Please go to the Registrar's Office and ask the Asst. Registrar and Asst. Registrar of Degree Checking to sign below. Also sign the Student's Agreement on page 4.)**STUDY ABROAD OFFICE CERTIFICATION:**

The Study Abroad Committee approved this student for participation in this study abroad program.

Signature of Study Abroad Coordinator_____
Date**DEGREE CHECKING CERTIFICATION:**

This student may bring back _____ credits of electives that can count toward their degree.

Signature of Asst. Registrar/Degree checking_____
Date

Notes: _____

REGISTRAR'S CERTIFICATION: The number of credits needed to transfer as 12 credits at PSU is listed on page 2 and the transcript from the host institution is approved for credit transfer. This document has been entered into the student's record._____
Signature of Asst. Registrar_____
Date

STUDENT'S AGREEMENT:

I have read and understand the instructions on page 1.

I understand that I have been approved to take the courses listed on this credit transfer form based on my currently declared major(s), minor(s) and degree audit, and that I must bring back 12 PSU credits of approved courses that apply towards my degree each semester. I understand that 1 credit at the host university may not equal 1 credit at PSU, so I agree to closely look at my course schedule when signing up for courses and once abroad so that I can ensure that I will receive the necessary number of credits for each course and for the semester. If I drop below 12 PSU credits, I will inform the Study Abroad Coordinator ASAP.

If using federal financial aid, I understand that I must be enrolled in a sufficient number of credit hours for the semester(s) of study abroad, as discussed with the Office of Financial Assistance, to receive financial assistance funds. I understand that the courses I take must be on my degree audit/candidacy plan and credit earned abroad must apply toward degree requirements. I understand if enough credits do not transfer back to PSU it may affect any federal financial aid that I have taken or may receive for the following semester. I understand that it is my responsibility to keep track of requirements listed on my degree audit. Credits in excess of 12 may be in any subject and are not required to apply to my degree for financial aid purposes. I further understand that any financial aid I may have received or will receive may be affected if I change my major or minor prior to the receipt of the transcript for my study abroad experience and if these approved courses no longer appear on my degree audit.

Signature of Student

Date