

Willamette University Sponsored Programs Study Abroad Credit Conversion/Equivalency Form

This form is designed to make sure you get the most out of your off-campus or international study experience. Using it will determine in advance the kind and amount of credit you will receive for courses you take on a Willamette Sponsored Study Abroad Program.

Please read carefully:

- 1) Whenever possible, credit for specific courses should be approved in advance by the appropriate academic authority or department. When completed, return this form (2 pages) to the Office of International Education as soon as possible, but no later than your departure date. Please be sure to keep a copy for your own records. (Public copy machines found in Library and Smullin Hall.)
- 2) Unless approved otherwise, credits for courses taken on Willamette off-campus programs will be considered *general elective credit* only, and will not count toward modes of inquiry (MOIs), writing centered (W), or major or minor requirements. (See # 5 below for more information on MOI and writing centered course credits.)
- 3) Your advisor and/or the chair of your major and/or minor department determine whether the course you take abroad is equivalent to a major/minor requirement.
- 4) The Office of the Registrar determines the amount of credit you will receive for courses taken abroad.
- 5) The Office of the Registrar also evaluates petitions for MOI credit. MOI petitions are available in the Registrar's Office. The Writing Center evaluates petitions for writing centered credit courses. Writing centered credit petitions are available at the Writing Center.
- 6) Do not assume a one-to-one conversion between the host university's courses and the WU credit you will receive. (For example, taking four courses abroad does not automatically mean that you will receive 4.0 credits on your WU transcript!)
- 7) Do not assume that because a course is taught in a foreign language that the course will count towards a foreign language requirement, major or minor.
- 8) It is the student's responsibility to understand what credit they will receive while abroad and how that credit will transfer back as Willamette credits.

I have read the points of information above carefully and understand I am responsible for remaining familiar with the content.

Initial here _____

I have met with my advisor and/or department chair about my off-campus class schedule.

Initial here _____

Initial one or more as it applies:

I do not need any courses I take abroad to count towards my major or minor graduation requirements.

Initial here _____

OR

I need or want one or more of the courses I take abroad to count towards my major or minor graduation requirements. My advisor and/or department chair has pre-approved courses to count towards my major and/or minor on the second page of this form.

Initial here _____

OR

I do not yet have enough information for my advisor and/or department chair to pre-approve a course abroad to count towards my major and/or minor. I have discussed with my advisor and/or department chair what information they need in order to approve the course (i.e. course syllabi, exams, papers, course descriptions etc.) and I will contact all parties involved once I have this information.

Initial here _____

Student Name: _____ Signature: _____ Date: _____

Name: _____ WU ID # _____ Program Name: _____ Dates of study: _____

Students: Please complete the form below as soon as possible (before you depart) with either the courses you have already registered for (if known), or courses you plan on taking. You should also have "back-up" courses pre-approved using this form, this will provide you with more flexibility when registering abroad. If you are unable to access the courses you will take abroad before departure, indicate what types of course your advisor suggests you take while abroad, then, contact your advisor and the Office of the Registrar as soon as you register for classes.

Note to Department Chairs and/or Advisors: On all Willamette Sponsored Study Abroad Programs, *general elective credit only* will be given unless the student has the permission of the involved department to count credits toward major or minor requirements. In such a case the student will approach you for your approval.

Students should provide you with a description of the course(s) they plan to take during the term(s) of off-campus study.

Please review the information and decide whether or not credit should be assigned within your department.

- o **If there is not enough information about the courses available before the student departs**, please discuss with the student the type of course he/she should consider and what sort of evidence you need to approve the course when the student returns (i.e. course syllabi, exams, papers, course description etc.)
- o If you approve of a specific course equivalency, please put that course number on this form; if your major requires general department credit (e.g., "three additional credits in History") and this form meets that criterion, put "departmental" on the Equivalent WU Course line and sign this form.

Course information: Number, Title, Subject, number of contact hours, number of host institution credits. (include as much information as possible)	Equivalent WU Course (if applicable)	Major approval (printed name and signature)	Minor approval (printed name and signature)	Equivalent WU credit – Office use only If enough information is presented the Office of the Registrar will complete this portion of the form. A copy of the form will then be returned to the student. Final credit is determined upon receipt of official transcript.
<i>Example:</i> PS260 Social Psychology, Psychology, 2hrs/week, 5 ECTS credits	<i>Example:</i> PSYC 321			

Return both pages to Office of International Education, Willamette University, 900 State St, Salem, Oregon 97301, Fax (503)370-6951, or email scanned copy to swest@willamette.edu
If requesting approval for more than 6 classes print and complete another form.

Official use only: _____ OIE _____ Registrar
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