

## Willamette University Sponsored Programs Study Abroad Credit Conversion/Equivalency Form

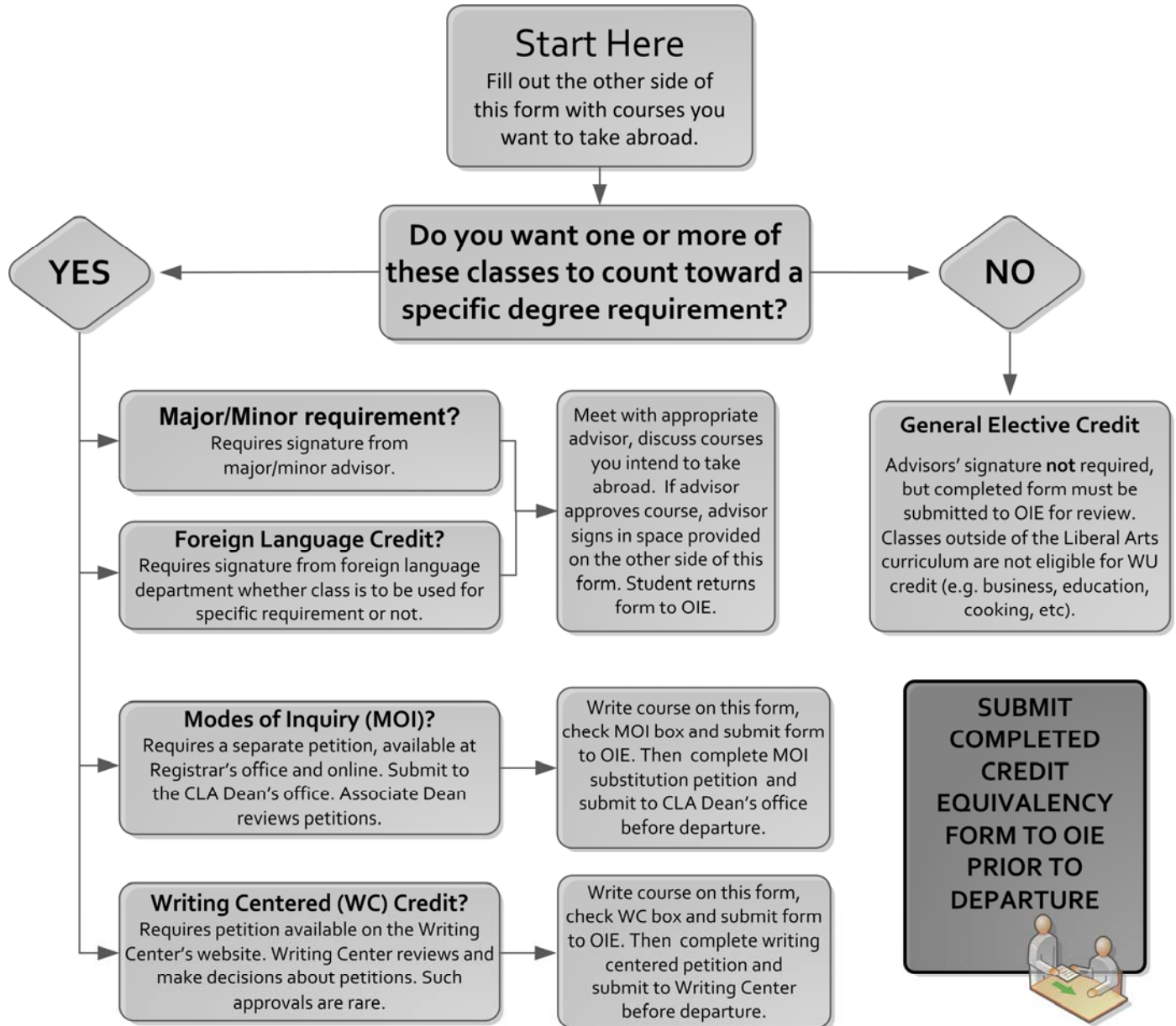
Student Name: \_\_\_\_\_ Program: \_\_\_\_\_ Sem/Yr: \_\_\_\_\_

It is **your responsibility** to know how the courses you take abroad will fit into your degree plans at Willamette. Use this form to determine how your classes from abroad will count at Willamette. Complete this form even if you don't have access to detailed course information or if you plan to use the classes as electives only.

### Reminders about bringing credit back from abroad:

- Don't expect all courses abroad to be worth exactly 1.0 credit at WU. Some may be worth .5, .75, 1.25 or other. Plan carefully to ensure you earn the amount of credit you need while abroad.
- Don't assume that EVERY course taught in a foreign language will be approved for foreign language credit at WU.
- Don't assume you will get credit for EVERY course you take abroad. Courses taken outside of the liberal arts, such as business, law, education, culinary arts, etc, CANNOT be given WU credit. Ask OIE if you are unsure.
- Grades from abroad will appear on your WU transcript. Grades do not factor into your GPA unless you request that of the Registrar's office. This decision must be made before the start of your final semester at Willamette.

### HOW DO I GET THE CREDIT I WANT OR NEED FOR COURSES I TAKE ABROAD?



**(Complete the other side of this form – Submit to OIE)**

What classes do you plan to take?	What requirements do you hope to fulfill with each class?	Course Approval: Completed by Appropriate Academic Department		Credit Estimate: Completed by OIE
<ul style="list-style-type: none"> <li>List the classes you plan to take abroad.</li> <li>Select classes based on the information you have right now, even if the schedule for your semester isn't available yet. It's okay if you need to make changes later.</li> <li>List alternates, in case you need to make changes once you are abroad.</li> <li>Provide information about credit values in the host system and contact hours for each class. See example below.</li> </ul>	<p><b>Major/Minor</b></p> <ul style="list-style-type: none"> <li>Fulfill core or elective in the major or minor. Requires major/minor advisor signature.</li> </ul> <p><b>Foreign Language</b></p> <ul style="list-style-type: none"> <li>Earn WU credit in a foreign language. Requires language department signature.</li> </ul> <p><b>General Elective:</b></p> <ul style="list-style-type: none"> <li>Credit that counts toward overall 31 for degree, but not a specific requirement. No signature required.</li> </ul> <p><b>MOI *</b></p> <ul style="list-style-type: none"> <li>Fulfill an MOI requirement. Requires petition from Registrar's office. Submitted to CLA Dean's office. <b>Do not submit to OIE.</b></li> </ul> <p><b>Writing Centered *</b></p> <ul style="list-style-type: none"> <li>Fulfills writing centered requirement. Requires petition to the Writing Center. <b>Do not submit to OIE.</b></li> </ul>	<p><b>NOTE to Dept Chair/Advisor:</b> Please review the information and decide whether or not credit should be assigned within your department at this time. Do not sign off on courses outside of your academic department(s).</p> <ul style="list-style-type: none"> <li>If you <b>approve the class for credit</b> in your department (but not as direct WU equivalent), indicate by signing in the space provided for each course you approve for credit.</li> <li>If you <b>approve the class abroad to fulfill a specific WU course equivalency</b>, put the WU course number in the space provided and sign the form.</li> <li>If you <b>do not have enough information about the courses before the student departs</b> to make a decision, discuss with the student the evidence you need to approve the course (i.e. course syllabi, exams, papers, course description etc.). Approvals can be made via email.</li> </ul>		<p>OIE will provide an <b>estimate</b> of WU credit and return a copy of this form to the student.</p> <p>Final credit is determined by the Registrar's office after the official transcript is received.</p>
<b>Course Information:</b> Number, title, subject, contact hours, host credits. <i>Example: PS260 Social Psychology, Psychology, 2hrs/wk, 5 ECTS credits</i>	<b>Indicate what type of credit you are seeking (check all that apply)</b> <u>Signatures required</u> for classes that fulfill major, minor and foreign language credit.	<b>Equivalent WU Course</b> (if applicable)	<b>Approval Signature by Dept Chair/Advisor</b> Please sign to indicate approval for courses in your specific discipline.	<b>Estimated Willamette Credit</b> (OIE to complete)
	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Foreign Language <input type="checkbox"/> Elective <input type="checkbox"/> MOI* <input type="checkbox"/> WC*    *see above			
	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Foreign Language <input type="checkbox"/> Elective <input type="checkbox"/> MOI* <input type="checkbox"/> WC*    *see above			
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