Willamette University Sponsored Programs
Study Abroad Credit Conversion/Equivalency Form

Instructions: This form will help you determine in advance the kind and amount of credit you will receive for courses you take on a Willamette Sponsored Study Abroad Program. Whenever possible, credit for specific courses should be approved in advance by the appropriate academic advisor 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.

Very important notes about credits while studying abroad:
1. 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 unless approved using the appropriate approval method. See chart below for appropriate approval guidance:

<table>
<thead>
<tr>
<th>CREDIT Category and Description</th>
<th>Who makes decision?</th>
<th>What should I do?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of Credit</td>
<td>The Office of International Education</td>
<td>Complete SECTION 1 on page 2 of this form.</td>
</tr>
<tr>
<td>Course Equivalencies</td>
<td>The appropriate Academic Department: either the Department Chair or your Academic Advisor</td>
<td>Take this form to the academic department to complete SECTION 2 on page 2 of this form.</td>
</tr>
<tr>
<td>MOI Credit</td>
<td>CLA Dean’s Office</td>
<td>Petition form found in the Office of the Registrar.</td>
</tr>
<tr>
<td>Writing Centered Credit</td>
<td>The Writing Center</td>
<td>Writing centered credit petitions are available by contacting the Writing Center’s website.</td>
</tr>
</tbody>
</table>

2. 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!) Understand the credit conversion by completing this form.

3. 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. Request approval with this form.

4. 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.

Read and Initial each statement:

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

_______I have met with my advisor and/or department chair about my off-campus course plans.

Initial one or more as it applies to you:

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

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.

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.

Student Name: _____________________________ Signature: ______________________________ Date: _______
### SECTION 1: Completed by STUDENT

**Instructions:**
1. Read Page 1 of this document – initial and sign where applicable.
2. Complete the “Course Information” column below with either the courses you have already pre-registered for (if known), or courses you plan on taking. If you are unable to access the courses you will take abroad before departure, use a previous year’s course information to indicate what types of courses you will plan on taking while abroad.
3. If considering more than five classes complete another copy of this page.
4. Complete SECTION 2 with your Academic Department Chair or Advisor, if applicable.

<table>
<thead>
<tr>
<th>Course Information: Number, Title, Subject, number of contact hours, number of host institution credits. (Include as much information as possible – you must include credit values.)</th>
<th>Equivalent WU Course Completed by Department Chair or Advisor</th>
<th>Major approval</th>
<th>Minor approval</th>
<th>Equivalent Willamette Credit (FOR OIE TO COMPLETE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: PS260 Social Psychology, Psychology, 2hrs/week, 5 ECTS credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECTION 2: Completed by Department Chairs or Advisors, when applicable

**Note to Department Chairs and/or Advisors:** On all Willamette Sponsored Study Abroad Programs, ONLY courses with an equivalent WU liberal arts area of study will earn credit of any kind AND 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 at this time.

- **If there is not enough information about the courses available before the student departs,** please discuss with the student the type of course(s) he/she should consider and what sort of evidence you need to approve the course (i.e. course syllabi, exams, papers, course description etc.). Approvals can be made via email in this case.
- **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.

**Note to Student:** If SECTION 2 is left blank then courses will count as general elective credit toward your degree and not to specific major or minor requirements.

### SECTION 3: Completed by the Office of Int’l Ed.

If enough information is presented the Office of International Education 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.

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Please return to the Office of International Education – Matthews Academic Commons – oieadvising@willamette.edu