

Willamette University Sponsored Programs Study Abroad Credit Conversion/Equivalency Form

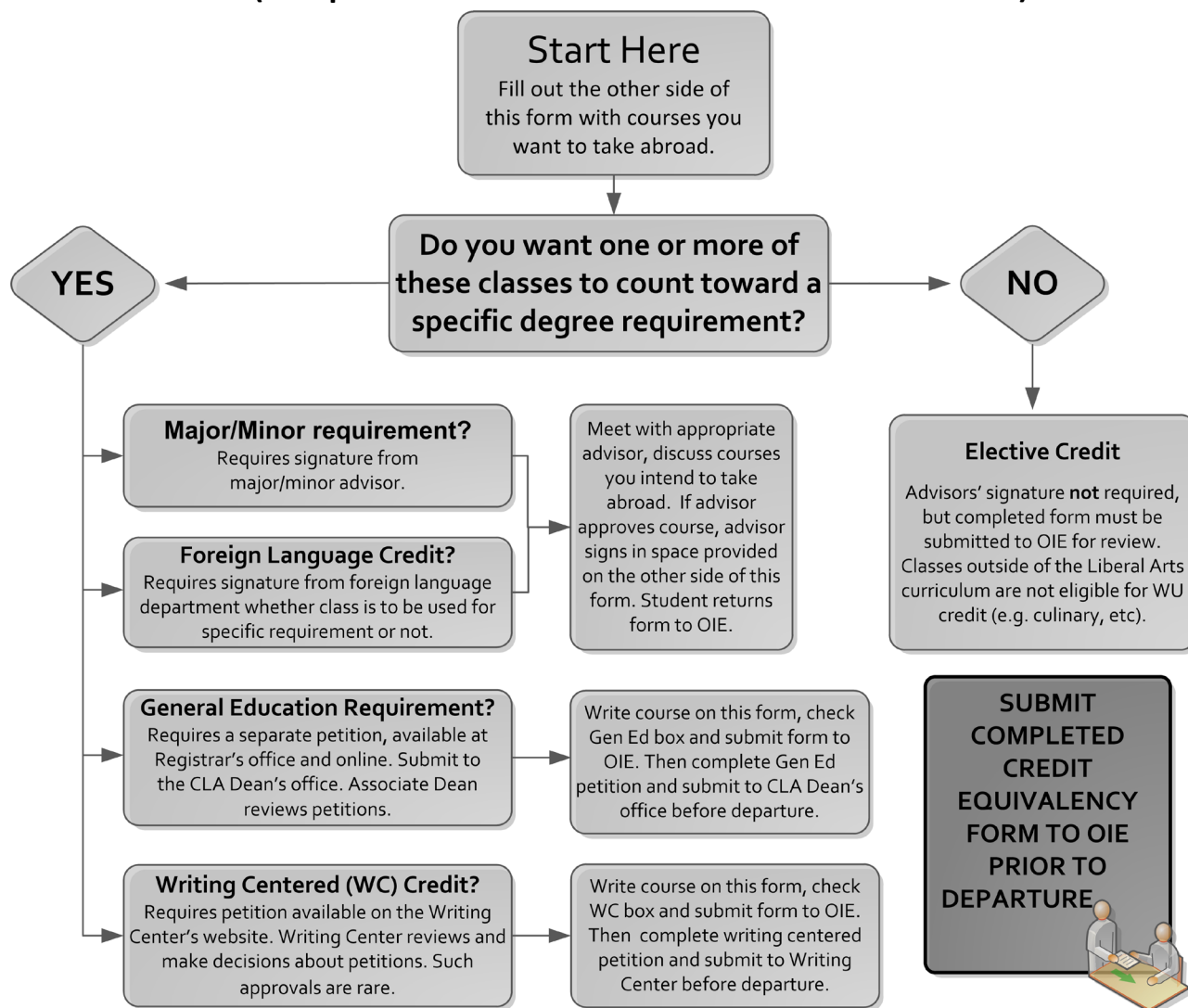
Student Name: _____ Program: _____ Sem/Yr: _____

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 4.0 credits at WU. Some may be 2, 3, 6 or other. Plan carefully to ensure you earn between a minimum of 12.0 and maximum of 18 credits while abroad.
 - **Too few credits?** You may have to repay financial aid. **Too many credits?** You may have to pay overtime tuition.
- Don't assume that ANY course taught in a foreign language will be approved for foreign language credit at WU. If you hope to earn credit toward a major or minor in a language, meet with an advisor in that language department before you depart.
- Don't assume you will get credit for ANY course you take abroad. Courses taken outside of the liberal arts, such as 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 Willamette GPA unless you request that of the Registrar's office. This request must be made to the Registrar's Office within 3 months of notification that study abroad grades have been recorded on the Willamette University transcript.
- GPA and satisfactory academic progress: If you receive any forms of financial aid from Willamette, you must meet satisfactory academic progress requirements during your time abroad to maintain your financial aid eligibility. With regard to GPA, this means maintaining a 2.0 cumulative GPA and a 2.0 GPA in major courses. A study abroad GPA will be calculated for the purposes of determining satisfactory academic progress, regardless of whether the grades are calculated into the Willamette GPA on the official transcript. Refer to the Award Renewal Requirements on the financial aid website for more information.

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)



Your Name: _____ Program: _____ Semester: _____ 20____ Today's date: _____

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"> List the classes you plan to take abroad. Select classes based on the information you have right now. It's okay if you need to make changes later. List alternates, in case you need to make changes once you are abroad. Provide information about credit values in the host system and contact hours for each class. See example below. 	<p>Major/Minor • Fulfill core or elective in the major or minor. Requires advisor signature.</p> <p>Language • Earn WU credit in a foreign language. Requires language dept signature.</p> <p>Elective: • Counts toward degree, but not a specific requirement. No signature required.</p> <p>Gen Ed * • Fulfill a Gen Ed requirement. Requires petition to Dean's office.</p> <p>Writing Centered * • Fulfills writing centered requirement. Requires petition to the Writing Center.</p>	<p>NOTE to Dept Chair/Advisor: Review the information and decide whether or not credit should be assigned within your department. Do not sign off on courses outside of your academic department(s).</p> <ul style="list-style-type: none"> If you approve the class for credit in your department, indicate by signing in the space provided for each course you approve for credit. If approving direct WU course equivalency, put the WU course number in the space provided and sign the form. <p>Not enough information yet to approve? Let the student know what additional details you need (such as a syllabus). Then, initial in the space provided for the class to indicate you have reviewed the class with the student and need additional information to approve. Approvals can be made by email after student arrives abroad.</p>			<p>OIE will provide an estimate 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>
Course Information: Number, title, subject, contact hours, host credits. <i>Example: PS260 Social Psychology, Psychology, 2hrs/wk, 5 ECTS credits</i>	Indicate what type of credit you are seeking (check <u>all</u> that apply) <u>Signatures required</u> for classes that fulfill major, minor, and foreign language credit.	Equivalent WU Course (if applicable)	Approval Signature by Dept Chair/Advisor Please sign to indicate approval for courses in your specific discipline.	Need more info to approve (initial, if applicable)	Estimated Willamette Credit (OIE completes)
	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Foreign Language <input type="checkbox"/> Elective <input type="checkbox"/> Gen Ed* <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"/> Gen Ed* <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"/> Gen Ed* <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"/> Gen Ed* <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"/> Gen Ed* <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"/> Gen Ed* <input type="checkbox"/> WC* *see above				