

Acknowledgement Form: **Information Regarding Credit Transfer from Study Abroad**

Read, sign and return this form BEFORE you leave for study abroad.

1. According to the Southwestern catalogue, "Every degree plan must present a minimum of 60 semester hours of work above the introductory level. The major must include **at least 18 semester hours (nine hours above the introductory level) at Southwestern, and the minor, if any, must include at least 12 semester hours (six hours above the introductory level) at Southwestern.**" (2005-06, p.16, #3) You do not have to complete these degree requirements before you study abroad. Be aware, however, that you must fulfill at least the number of hours listed above at Southwestern. In other words, don't try to finish all your upper level major requirements while abroad.
2. **You are allowed to study abroad during completion of the last 33 hours of your degree** if you are participating in an approved program. The rule regarding residence during completion of the last 33 hours of the degree (2005-06 catalogue, p. 16, #7) is satisfied if your study abroad participation is approved by the Office of Intercultural Learning.
3. All successfully completed work from an approved study abroad program (grade of C- or better) will transfer back to Southwestern without effecting the GPA. Transcripts issued from study abroad programs will show the actual grade earned in the course, but performance in the program will neither positively nor negatively influence the Southwestern GPA.
4. Courses transferred for major, minor or POK credit **MUST** have a departmental signature. You **must attach course descriptions** with the Credit Transfer Form. Some departments will also require syllabi and examples of graded coursework for any upper-level courses designated to the major. Fill out the form as completely as possible and submit the form with all relevant course descriptions to the appropriate department chair. Clearly indicate which courses you would like reviewed. Include contact information for yourself, in case there are questions about your coursework.
5. Courses transferred as general upper level elective credit (not for major, minor or POK) **DO NOT REQUIRE** a departmental signature, but must be listed on the Credit Transfer Form.
6. If you have questions about the credit transfer process, please contact the Office of Intercultural Learning, at x1857 or mennicks@ southwestern.edu or the Assistant Registrar Debbie Sanderfer (sanderfd@ southwestern.edu).

I HAVE READ AND UNDERSTOOD THIS FORM.

Signature of Student

Date

Printed Name

PLEASE RETURN THIS FORM BEFORE YOU LEAVE FOR STUDY ABROAD TO:
Office of Intercultural Learning- Mood-Bridwell 311