

## Transfer of Credit from Study Abroad

### **1. List the classes you want to take while abroad in your application to the Office of International Programs.**

This is a required part of your application to study abroad. You will list all the classes you would like to take abroad, plus alternates in case your first choice classes are not available.

### **2. After you submit your application, the Transfer Evaluator will determine if the courses apply as elective, core, upper-division, or major/minor/emphasis credit.**

Note for MATH, CSCI, and STS contract majors: Study abroad courses applying to these majors must be approved by your contract committee. The contract must be completed, *before* leaving on study abroad.

### **3. When the courses have been evaluated, the Evaluator will email you to schedule an appointment to review the transfer determination for each course.**

You will receive a copy of the completed Study Abroad Course Evaluation form that indicates the transferability of each class. Pay special attention to the notes on the form. Depending on the courses you have selected, further work may be needed before evaluating a particular class. For your own benefit, please remember to retain your course materials from all study abroad classes – the course syllabus, textbooks, examinations, completed papers and other assignments. Upon your return, you may be asked to submit them for review as the basis for the final transfer credit evaluation.

**Note for language classes:** The study abroad language courses must be more advanced than courses taken at UPS in order to receive credit. If the course information is not available ahead of time, your materials will need to be reviewed upon your return, and the transfer of credit will be determined at that time. You will receive credit only if the material advances your language level beyond what you studied at UPS. **If you test into a level below what was approved for transfer, please email the Evaluator, Finn Secrist ([fsecrist@pugetsound.edu](mailto:fsecrist@pugetsound.edu)). Please also discuss this with the advisor at your study abroad site to see if a higher placement is possible, or if you can retake the placement test.**

**Note for independent study and internships abroad:** It is possible to transfer such a course from a study abroad program, but the courses must comply with our guidelines. The transfer determination will be made after you complete the course and submit your course materials and other documents for review by the Transfer Evaluator.

**4. What if I take a course not pre-approved for transfer and listed on my completed Study Abroad Course Evaluation form?** You may not be able to take courses that were pre-approved due to unforeseen class closures, curriculum changes, schedule conflicts, or course cancellations. You may find a new course that you want to take after arriving at your study abroad site. **If you want to take a course that was not reviewed before you left campus, contact the Evaluator immediately and email a digital copy of the syllabus to the Evaluator ([fsecrist@pugetsound.edu](mailto:fsecrist@pugetsound.edu)) so he can review the new course.** *Not all courses are transferable, so be sure to have classes evaluated before they begin.*

**5. As soon as you have registered for study abroad classes, email your schedule of classes to the Evaluator (fsecrist@pugetsound.edu).**

**6. Request an official transcript be sent from your study abroad program to the Registrar's Office at UPS.**

**7. After the transcript arrives, the Evaluator will apply your approved study abroad courses to your degree at UPS.** You will receive an email from the Evaluator once your credit posted. For students on a Fall study abroad, most transcripts arrive in February or March. For students on a Spring or full year study abroad, most arrive by August or September.

**Do my grades transfer?**

Yes, your study abroad courses transfer in the following way:

Study abroad grades are included in your cumulative GPA on your Advisement Report. The ADV report is a worksheet to verify students satisfy all degree requirements. The cumulative GPA is comprised of grades from all courses included in the 32 units required for your degree, including study abroad classes and courses transferred from other U.S. colleges. Study abroad grades are also included in the major or minor GPA, if applicable, on the ADV report, for purposes of degree clearance and departmental honors. You must have at least a 2.00 cumulative GPA to graduate, and a 2.00 GPA or higher for any major or minor.

Study abroad *courses*, but not *grades*, are listed on the UPS transcript. Thus, the study abroad grades are not part of the UPS GPA on your transcript. The course title and unit value will be listed on the transcript. The grade is not listed.

After your degree is cleared and you receive a diploma, the ADV report is no longer utilized. The UPS transcript is the official record that the Registrar's Office will submit (upon your request) to graduate schools, employers, or other agencies. You will need to request transcripts yourself directly from any study abroad programs and any other U.S. colleges you have attended so that graduate schools or employers can review courses you completed elsewhere and grades earned.