

TRANSFER OF CREDIT FORM NON-EMORY STUDY ABROAD PROGRAMS

Student Name: _____ Empl # (7 digits): _____

Email: _____ Major/Minor: _____

Name of Non-Emory Overseas Program: _____ Semester Abroad: _____

Please refer to the following website for the most updated list of departmental representatives:
<http://www.cipa.emory.edu>

DEPARTMENTAL FACULTY STUDY ABROAD REPRESENTATIVE, PLEASE READ THIS SECTION:

The student named above has indicated that he/she intends to take the courses listed below on a Non-Emory study abroad program. Emory can only award **TRANSFER CREDIT** for courses taken on Non-Emory programs. However, departments or programs can designate this transfer credit as fulfilling a General Education Requirement or credit towards a major or minor. To seek such a designation, the student is required to provide you with a thorough description and/or syllabus of the course(s) listed below. Based upon the information provided, you can then decide whether the study abroad course is equivalent to a course in your department that meets a GER requirement or if it can be given major, minor, or elective credit. (Please note that the Educational Policy Committee has recommended that departments and programs approve appropriate study abroad courses for GER credit.) If you deem the overseas course(s) worthy of such credit, please indicate the Emory equivalent course number(s) and check the appropriate box for GER, elective, minor, or major credit. **NO WRITING REQUIREMENTS MAY BE FULFILLED ABROAD.** Also, please keep a copy of this signed form in the student's departmental file. PLEASE NOTE: Students are supposed to obtain approvals PRIOR to departure, as part of the petition process; however, the selection of courses can change once a student arrives overseas, so additional follow-up may be necessary after the initial approval process.

(Please check below)

<i>Student completes these columns</i>		<i>Faculty Study Abroad Representative completes these columns</i>					
Overseas Course # and Title (e.g., Psyc 5492)	List Emory equivalent (e.g., Psyc 301)	General Education Requirement	General Elective Credit	Minor Credit	Major Credit	Print Last Name of Dept Representative	Department Signature

I, _____ (print name), intend to register for courses from the above list which are approved by the appropriate department and the Center for International Programs Abroad Office. I understand that if I take courses NOT pre-approved in writing, I risk not receiving credit for my term abroad.

Student Signature

Date