

Education Abroad Credit Approval Guidelines & Instructions



CUA Guidelines Regarding Course & Credit Transfer From Education Abroad Programs

1. Evaluation requests will not be transacted over the phone.
2. Submit requests using the signed *Education Abroad Credit Initial Approval Guidelines and Instructions* as well as the *Education Abroad Initial Credit Approval* forms.
3. Deadline to submit request is the same as program application deadlines (October 1 and March 1 for most programs).
4. It is the student's responsibility to ensure that the intended courses fit into his or her degree program on the CUA tracking sheet.
5. Only courses from accredited institutions will be considered for transfer.
6. Each course must carry at least 3 semester credits or 4.5 quarter hours and have a minimum of 40 contact hours. Transfer credit will not be granted for on-line or distance learning courses.
7. Only two (2) courses may be transferred per summer. Summer sessions must be at least 3 weeks in length / at least 5 weeks long if two courses are taken in one session.
8. Courses must be taken for graded credit. Pass/ Fail or audited courses will not be accepted.
9. CUA-affiliated programs: grades (including Ds and Fs) and credits for approved courses will count in the GPA.
10. Non-CUA programs: courses are considered transfer credit, and are subject to the transfer credit limits (see Advising Handbook). Prior approval of equivalency and a grade of C or better must be earned for a course to transfer, but grades are not included in the GPA.
11. If you will have two semesters or less to graduate when you return, make an appointment with your advisor and Dean's office to check your graduation plan before leaving CUA.
12. Due to Family Educational Right & Privacy Act (FERPA) regulations, information will only be released to the student.
13. Upon completion of your program, an official transcript from your off-campus institution must be sent to the CUAbroad office.
14. *Final decisions regarding the application of credit toward CUA degree requirements will be made only after the student returns from abroad and records/transcripts have been evaluated. Students are required to bring back course syllabi and papers for all courses.*

Instructions:

Step 1 Begin your planning early. Carefully plan the courses you intend to take abroad. Research available courses – using catalogs, web sites, other sources – at your host institution. If the program is affiliated with CUA, your CUAbroad advisor will provide you with information about standard full-time course load, credit hour and grade conversions and any restrictions to courses or departments at your host institution.

Step 2 Review your tracking sheet (degree progress) with your Academic Advisor to discuss how studying abroad will fit into your overall academic plan and to determine the courses you need to satisfy various requirements for graduation.

Step 3 Obtain a detailed course description (and a syllabus, if available) for each course. If either is available on the institution's website, provide the link. Write the courses on the form and list alternatives you wish to take. Submit this information, with your *Education Abroad Credit Approval* form, to the Transfer Coordinator for course evaluations.

Step 4 Once you have received the course evaluation results, return to your Academic Advisor to obtain his/her signature. The Departmental Advising Coordinator's signature is also required for any Major or Minor courses.

Step 5 Return completed and signed *Education Abroad Credit Approval Guidelines and Instructions* as well as *Education Abroad Initial Credit Approval* forms to CUAbroad. Always keep copies for your records.

Step 6 Once accepted into an education abroad program, drop any on-campus CUA enrollment (classes) for the term abroad, using Cardinal Station.

Step 7 Changes in your schedule while abroad can be approved by emailing CUAbroad cua-cuabroad@cua.edu and the Transfer Coordinator. Provide the course description and/or syllabus. Once you have received the course approval, obtain written approval (email) from your advisor(s) that the change will meet your degree requirements, and forward the approval to CUAbroad.

STEP 8 Request official transcript to be sent back to CUAbroad.

I have read and I understand the above policies regarding transferring courses to CUA. I have attached the completed and signed Education Abroad Credit Initial Approval Form. (Keep a copy of both for your records.)

Print Full Name (as it appears in the passport)

CUA ID

Student's Signature

Date