



Study Abroad/Away Transfer Credit Approval Form

Form Instructions:

1. This completed form must be submitted to the Buckman Center in the semester prior to departure. The relevant deadlines* are as follows: April 15 for Fall study abroad/away, November 15 for Spring study abroad/away, and April 15 for Summer study abroad/away.
2. Meet with your academic advisor about the courses you need to take to stay on track to complete your degree.
3. Create your First/Preferred course schedule, including electives, for your program abroad/away.
4. Create a Second/Alternate course schedule with backup courses; sometimes courses abroad/away may be cancelled with short notice.
5. Meet with the relevant Department/Program Chairs to request transfer credit approval for each course on your First and Second course schedule. The Chair(s) will need to see course titles, descriptions, and syllabi. All course approval signatures must appear on this form. Electronic signatures from the relevant Department/Program Chairs are acceptable.
6. Schedule a 30-minute meeting with Rachel Gasser, International Education Advisor, to submit this form and discuss transfer credit policies.

CRITICAL INFORMATION:

Students: failure to secure approvals and submit this form by the deadline* (April 15 for Fall study abroad/away and November 15 for Spring study abroad/away) will result in a \$200 late fee and a Registration Hold at Rhodes for the semester of your return. The College is under no obligation to accept for transfer credit any completed course that was not pre-approved.

If you enroll in any course not approved on this form, you must update your Enrollment Verification Form and secure pre-approval from the relevant Rhodes Department/Program Chair before the end of the first week of your classes abroad/away. An Enrollment Verification Form and/or course approval(s) received after the first week of your classes will result in a \$200 late fee.

Rhodes will post the appropriate academic credit to your Rhodes transcript after a careful review of your course approvals and official external transcript. Please allow four (4) weeks from receipt of the official transcript for the work to be posted in Workday. Please read the Transfer Credit Policies (found in your Online Portal) carefully to avoid confusion when your work is posted. Failure to enroll in a full-time course load can impact a student's financial aid at Rhodes.

*Exchange Students: If your courses are not available by the relevant deadline (April 15 for Fall study abroad/away and November 15 for Spring study abroad/away), you must speak with Dr. Ovrebo by that deadline to receive guidance about course approvals and the policy for your situation. You must also meet with your Department/Program Chairs to discuss the types of courses you hope to take and let them know that you will be working on approvals through the winter or summer break.

Department and Program Chairs: Global educational systems vary; what we think of as "contact hours" may either be stated in the syllabus or ascertained after a careful review of the syllabus and course schedule (often appearing as "lectures," "seminars," "tutorials," required texts, assignments, and/or exams). In most cases, the credit transferring to Rhodes will follow the Credit Conversion Chart below. When a program of study course transfers as three (3) credits, the Registrar and Department/Program Chair may adjust the program of study requirement by no more than one (1) credit, though the student must still complete 128 credits to graduate with a Bachelor's degree.

This chart compares global credit systems' course/schedule loads and provides information on what a full-time schedule should entail:

	A semester's full-time semester credit load is typically:	Most courses are worth:	A semester's full-time schedule is usually:	Minimum credits required for a full-time semester load:
United Kingdom	60 credits	15-20 credits	3-4 courses	50 ¹ credits
ECTS	24-30 credits	6 credits	4 courses	24 credits
US/Affiliated Programs	12-16 credits	3-4 credits	3-5 courses	12 credits

¹This number ranges from 45-50 depending on the partner institution. Students must confirm with their host university that their enrollment constitutes a full-time load as determined by their host institution.

Credit Conversion Chart*

Please refer to this chart for credit conversions[†] to Rhodes when you complete the Study Abroad/Away Transfer Credit Approval Form.

Type of Global Credit System:	Course Credits at Host University:	How these Credits Transfer to Rhodes:
United Kingdom	15 credits	4 credits
United Kingdom	20 credits	5 credits
United Kingdom	30 credits	8 credits
ECTS (European Credit Transfer System)	2 credits	1 credit
ECTS (European Credit Transfer System)	4 credits	2 credits
ECTS (European Credit Transfer System)	6 credits	3 credits
ECTS (European Credit Transfer System)	8 credits	4 credits
United States/Affiliated Programs	1 credit	1 credit
United States/Affiliated Programs	2 credits	2 credits
United States/Affiliated Programs	3 credits	3 credits
United States/Affiliated Programs	4 credits	4 credits

Study Abroad/Away Transfer Credit Approvals

Student name: _____ Rhodes ID #: _____

Major and minor: _____ Email address: _____

Complete program name, including program provider (if applicable): _____

Accredited university issuing the official transcript OR the program's US School of Record: _____

City: _____ Country: _____ Term and year: _____

This student has met with the Buckman Center regarding transfer credit policies and approvals and is approved for off-campus study.

Buckman Center Staff Signature: _____ Date: _____

Course Information From Other Institution (Completed by Student)					Rhodes Equivalent (Completed by Department/Program Chairs)				
Dept and Course Number	Course Title	Which Global Credit System?†	Number of Credits‡	(Optional): List any F Credit(s) requested§	Dept and Course Number	Number of Rhodes Credits‡	Which academic requirement(s) does this course fulfill?	Signature, Department/Program Chair Approval	Date
First/Preferred Course Schedule									
Second/Alternate Course Schedule									

§Note: All Foundation credit requests will undergo an approval process separate from listing them on this form.
For questions about this form, please contact internationalprograms@rhodes.edu.

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Student name: _____ Rhodes ID #: _____

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Complete program name, including program provider (if applicable): _____

Accredited university issuing the official transcript OR the program's US School of Record: _____

City: _____ Country: _____ Term and year: _____

[] This student's courses are not yet available for selection, but we, the undersigned, have spoken with the student about potential courses and the rules for transferring credit within our department/program. Once the student's program releases courses for selection, the student will complete the Study Abroad/Away Transfer Credit Approval Form and request the relevant signatures for each course.

Department/Program Chair Signature: _____ Date: _____ Name of Department/Program: _____

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Department/Program Chair Signature: _____ Date: _____ Name of Department/Program: _____