

GETTING CREDIT FOR COURSE WORK COMPLETED DURING STUDY ABROAD

All academic decisions regarding credit are made in academic departments, NOT in the Office of International Education and Development (OIED). It is your responsibility to do what is necessary to see that the credit gets on your transcript and in your file. There are several steps:

Prior to Departure

1. Visit the website of the university or program where you will study and print off as much information as you can regarding course content/descriptions of each course you are interested in taking at the university where you will study. **Get more course descriptions then you actually need to take in case a desired class is not available.**
2. Take course descriptions and the course preapproval form to the appropriate Appalachian faculty to determine if credit will be accepted in that department. Once you have discussed the courses with the faculty member, fill in the course preapproval grid and have the faculty **AND** chair sign and date the form. You will need to go to each department where credit is to be issued. Be aware that preapproval is tentative until after you return and present evidence of the completion of coursework.
3. Once you've gotten the courses preapproved, bring the preapproval form to OIED; We will give you a copy and file the original. It is also a good idea to leave a copy in your file in the department of your major.

While Studying Abroad

1. Keep *EVERYTHING* related to your course work: course descriptions, syllabi, class notes, texts, papers, tests, etc. It's also a good idea to keep a record of how much time you spent in class and how much time was required outside class.
2. Find out from your onsite coordinator *at the beginning of your program* if there are special processes you must follow to assure that a transcript will be issued for you. Some processes are complicated, and some are simple, but you should find out what is required, so you can rest assured a transcript will be issued.

Upon Your Return

1. Check with OIED as soon as you are back on campus to see if your transcript from the foreign institution has arrived. If it hasn't arrived, keep checking back every couple of weeks (you can check via email). The amount of time different institutions need to generate transcripts varies greatly.
2. When the transcript arrives, you will receive a photocopy, we will file a photocopy, and the original will be held to be sent to the registrar after step 3 is completed.
3. You will then take your copy of the transcript along with the course preapproval form to the appropriate faculty and/or chair in academic departments. This is when you might need the documentation you collected while you were abroad. The faculty and chair will 1) initial and date the final approval of courses you had preapproved and/or 2) review, approve and sign off on courses you took that were not preapproved (which you have added to the form) and indicate the Appalachian course equivalents.
4. Once you have made the rounds and secured approval from all appropriate departments, return the form to OIED. The hours will be totaled and the form will be copied and sent to the Registrar (who also receives the original transcript) and to the appropriate Dean's office (Arts & Sciences,

Fine & Applied, Education, Business, or School of Music). **The form will only be sent if you have completed a Study Abroad Program Evaluation Form.**

5. After giving enough administrative time for all these things to fall into place, you should check with the Dean's office where your records are housed (where your graduation check will be done) and request a student copy of your transcript from the registrar's office. If the credit has shown up in both places, the process is complete.

Don't wait until a crisis about graduation credits or the number of hours you've earned (which can affect when you are allowed to preregister) occurs. Make it a point to have the process complete before the preregistration period in your first semester back at Appalachian if not before.