# **Spanish Department Transfer of Credit Guidelines**

### STUDY ABROAD

## ONE YEAR OR MORE BEFORE PLANNED PERIOD ABROAD:

Students seeking advice regarding study programs abroad should FIRST contact the Office of Intercultural Learning (IL) located in the Prothro Building room 231.

- Students should begin working with IL staff **two semesters** before the planned period abroad. We cannot guarantee approval of transfer if the student does not make arrangements prior to departure. These consultations ARE REQUIRED FOR all semesters, including summer programs.
- You need prior approval by the Spanish department chair in addition to the aforementioned meeting with the Office of Intercultural Learning. For application forms and deadlines, go to: http://www.southwestern.edu/offices/international/apply.php

### SEMESTER BEFORE DEPARTURE:

Once you know the program and the courses you plan to take, please do the following:

- 1. Fill in Spanish department transfer of credit form prior to requesting a meeting with the Chair of the Spanish department. Forms can be downloaded at: http://southwestern.edu/departments/spanish/forstudents.php
- 2. Contact the chair of the Spanish Department and make an appointment via email.
- 3. At the meeting, provide syllabi for all classes that you are planning to take, if available. If not, you must bring syllabi back from your semester abroad or email them to the department chair.
- 4. Bring the permission to transfer credit to the meeting with the Spanish chair.
- 5. The Spanish Department only gives credit for classes whose contents are related to our programs. PLEASE SEE A LIST OF CLASSES AND CONTENT IN THE CATALOG UNDER MODERN LANGUAGES/ SPANISH. http://southwestern.edu/departments/spanish/curriculum/

#### **OTHER NOTES:**

- In cases where classes abroad for which the student received prior approval are cancelled, it is the responsibility of the student to notify the Spanish Department as soon as possible, explain the situation, and offer information for possible replacement courses.
- Students must complete the credit transfer process within *three weeks* of their return to Southwestern University. A signature from the Spanish Department chair is required for completion of this form.
- All transferable courses for Spanish credit **MUST BE TAUGHT** in **SPANISH**. We **DO NOT** accept credit transfer for Spanish/English translation courses, correspondence courses, or on-line courses.
- For a semester study abroad program, students may transfer a maximum of THREE COURSES.
- For *summer* study abroad programs (unless the summer program is with a direct SU enrollment) the transfer credit limit is set for ONE COURSE per five-week session with a minimum of 60 contact hours. In order to receive credit for 2 courses, the program must last 8 weeks with a minimum of 120 contact hours. Due to the prevalence of the Catalán language, we do not accept credit from summer programs in Barcelona.
- Summer programs run by SU offer 2 courses (8 credits) for a six week program.

## TRANSFER OF CREDIT FROM ACCREDITED COLLEGES AND UNIVERSITIES IN THE U.S.

Transfer of credit for courses not taken in the study abroad setting need to follow the SU policies for acceptance of external academic credit, found here:
http://southwestern.edu/academics/registrar/policy/transpolicy.php
 Please notice the Pre-approved transfer credit list under Pre-approved tables of credit as it includes the Texas Common Course Numbers. We DO NOT accept credit transfer for Courses offered via the Internet, television, distance learning, or any other non-classroom mode of delivery.