

Spanish Department Transfer of Credit Guidelines

FIRST STEPS:

Students seeking advice regarding study programs abroad should 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. (See Course Catalog). We cannot guarantee approval of transfer if the student does not make arrangements prior to departure. These consultations include all semesters, including Summer programs.
- An international study program related to the Spanish department for which a student expects to receive and transfer credit from another institution requires previous approval by the department chair in addition to the aforementioned meeting with the Director 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 courses you are planning 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://www.southwestern.edu/offices/international/forms.php>
2. Contact the chair of the Spanish Department and make an appointment
3. Provide syllabi for all classes that you are planning to take. Please do not refer to the web pages for these institutions but rather print them out in an organized fashion.
4. Bring the permission to transfer credit from study abroad to meeting with the Spanish chair
5. The Spanish Department only gives credit for classes whose contents are related to our programs.

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.
- **Students who have not taken Spa 344 (Intro to Literary Analysis) in advance of studying abroad will not be awarded literature credit.**
- 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.
- **Spanish Majors** may only transfer a limit of **THREE COURSES** from a study abroad experience for one year. For semester programs, as well as for summer programs (unless the summer program is with a direct SU enrollment) the transfer credit limit is set for **TWO COURSES**
- **Spanish Minors** may only transfer **TWO COURSES** from a study abroad experience for one year or semester program and **ONE COURSE** for a summer program (unless the summer program is with SU).
- 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.