

# Alfred University

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## Study Abroad Course Approval Form

### Important Information Concerning Transfer Credits

- Credit is given for courses approved by the Dean if they are passed with a grade of at least a C.
- Credit transferred from other institutions is never included in the calculation of the Alfred University grade point average (GPA). This means:
  - If the transfer course repeats work previously passed at Alfred University, credit for the course will *not* be transferred and it has no affect on the AU GPA in any way.
  - If the transfer course repeats work previously failed at AU, the transfer *credit only* will be added to the record, but this does not affect the GPA. (A grade earned at Alfred University remains in the GPA unless repeated at AU.)
- An official transcript from the other school must be received within six months of completion of the coursework and be sent to: Registrar, Alfred University, One Saxon Drive, Alfred, NY 14802.
- It is the student's responsibility to get the approval of the Dean and notify the International Program Office of any changes in the courses to be taken. If the student fails to do so, the credits for courses not listed on this form may not transfer.
- Transfer credit limits: Generally, 60 credits from 2-year schools, 90 from 4-year schools.

**Instructions:** Complete both sides of this petition form legibly, have it signed by the appropriate faculty member(s), and then submit the completed petition to the Office of the Dean of your College/School in the semester prior to studying abroad.

### Student Information:

ID#	Name (last, first, middle initial)	College/School
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For what term(s) are you requesting approval?

- Year \_\_\_\_\_ Term:  Fall  Spring  Summer  Full Year

\_\_\_\_\_  
Name of College or University

\_\_\_\_\_  
City and Country

### Planned Program of Study

Program Type (check one) (if unsure, consult Director of International Programs):

- Exchange Program  
 Affiliated Program  
 Approved Program

Do not submit this form to the Dean's Office until all approvals have been obtained:

- List the courses you plan to take, including *the course number and title*, the credit hours, and the equivalent AU course or the specific requirement to which the course is expected to apply (major, minor, an area of general education, the Global Perspective or PE requirement, or elective credit only).
- Attach a course description for each requested course. These can be copied from a printed catalog issued by the other school or printed from the other school's catalog on the web.

(Continued on other side)

Course(s) to be Taken Abroad				Equivalent AU Course or Degree Requirement			
Course# <sup>1</sup>	Course Title <sup>1</sup>	Hrs <sup>1</sup>	DL <sup>2</sup>	Course# <sup>3</sup>	Course Title or AU Degree Requirement <sup>3</sup>	Hrs <sup>4</sup>	Advisor Approval <sup>5</sup>
			<input type="checkbox"/>				
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			<input type="checkbox"/>				

<sup>1</sup> Provide the host institution's course number, title and credit hours for each course (in English).

<sup>2</sup> Check the box if this is a Distance Learning course (taught online or otherwise offered by distance learning)

<sup>3</sup> List the equivalent AU course by number and title. If it is not equivalent to a specific AU course, describe the degree requirement to which it applies, for example: General Education Area D; required technical elective; upper-level art history; or similar. See your academic advisor and/or your division/program chair for guidance.

<sup>4</sup> The maximum number of credit hours that will be transferred to AU is the number of equivalent semester credit hours assigned to the course at the other school.

<sup>5</sup> This approval means the student and advisor have discussed equivalent courses and application to degree requirements. The Dean or designee makes the final decision.

Student's Signature	Date
Director of International Programs	Date
Dean	Date

**For Internal Office Use Only**

Rec'd Date \_\_\_\_\_ Copies to:  International Programs Office  Academic Advisor  Registrar/Student's File