

Assignment of Credit for Study Away

Instructions

- Step 1: Review your transcript and CAPP report to confirm the status of your work toward degree requirements. With that in mind, research the course offerings for your study away program and determine which classes and degree requirements you want to fulfill while you are abroad.
- Step 2: List your desired courses and alternate choices on this form. If you list subjects, but not specific course titles, you will not be able to receive pre-departure approval for your work while abroad.
- Step 3: Meet with your advisor to discuss your course selection and degree plan. Bring your study away program brochure, the program website URL, and course information to the meeting. See suggested discussion topics below. Request your advisor's preliminary approval on this form and have them sign on the reverse.
- Step 4: Consult with **faculty department chairs** as listed below to review your plan and request approval for courses to meet specific major/minor or GenEd requirements. If you have questions about who should sign your form, please check with the Wang Center for contact information. Approval for departmental credit must be granted by the chair of that department.

If you want to fulfill:	Meet with:
Major requirements	Major department chair
Minor requirements	Minor department chair
Language requirement	Language department chair
General Education Elements	Chair of the relevant department (e.g. Philosophy Chair for Philosophy GenEd)

- Step 5: Turn in your completed, approved Assignment of Credit form to the Wang Center and keep a copy for your records. For fall study away, forms are due by May 15th of the preceding spring term. For spring study away, forms are due by December 15th of the preceding fall term.

Student Name _____ Student ID # _____

Major(s) _____ Minor(s) _____

Class Standing at Time of Study Away _____ Expected Graduation Date _____

Study Away Program Name (PLU, IES, ILACA, etc.) _____

Study Away Program Location (city/country) _____

Study Away University or Institute (if applicable) _____

Term(s)/Year of Study Away _____

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Use the area below to indicate the courses you would like to take while abroad. If specific course listings are not available, indicate the subject you intend to take and list the requirements you would like the course to fulfill. Advisors and/or department chairs may add details below about how courses will fulfill degree requirements and any additional considerations such as evaluation of syllabi, class assignments, etc. upon return to PLU. PLU indicates Study Away courses with "SA" at the end the of the number. Courses with approved equivalencies will transfer as the PLU number + "SA". Courses without a direct course equivalency will transfer as 150/250/350/450SA in the PLU equivalent academic department in which the credits were earned. A course listed as GENR 150/250/350/450SA indicates transferable credit with no specific PLU equivalent.

Study Away Course Title (add course number if available)	Estimated Semester Credits	SELECT APPROPRIATE DESIGNATION				Approval: Department Chair signature
		Major Req.	Minor Req.	GenEd Req.	Elective Only	
Example 1 History of Art in Spain	4			ARTD 387 (AR)		Print: <u> Name of Dept Chair </u> Signature: _____
Example 2 Linear Algebra MATH 2110	4	MATH 331				Print: <u> Name of Dept Chair </u> Signature: _____
Example 3 Rainforest Ecology	4		BIOL 350			Print: <u> Name of Dept Chair </u> Signature: _____
Example 4 Animals & Philosophy	4	ENVT Major: Environment and Sensibility				Print: <u> Name of Dept Chair </u> Signature: _____
						Print: _____ Signature: _____
						Print: _____ Signature: _____
						Print: _____ Signature: _____
						Print: _____ Signature: _____
						Print: _____ Signature: _____

Advisor Signature (s)

I have met with this student and discussed study away plans in relation to academic plans. Application of study away coursework to PLU degree requirements may be contingent upon final approval from the relevant academic department(s) and the Registrar's Office after completion of the study away program.

Advisor for 1st Major

Print Name _____ Signature _____ Date _____
 Department _____ Phone Number _____
 Comments _____

Advisor for 2nd Major or Minor (if applicable)

Print Name _____ Signature _____ Date _____
 Department _____ Phone Number _____
 Comments _____

Student Signature

I understand how my study away courses can be applied to my degree requirements.

Signature _____ Date _____