

# Assignment of Credit for Study Away

## **Why do students need to complete this planning process and form pre-departure?**

- You'll make the best course selections for your international program after talking with your advisor about your academic goals and degree plan.
- You'll understand how the classes you plan to take and credits you earn will apply towards your major, minor, or general university requirements.
- You'll have a documented, approved plan for your semester or year abroad.
- If you don't complete this process, you may receive elective credits for all courses completed while 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. Fill in the boxes for the requirements you want each course to fulfill. If specific course titles are not available, list the subjects you want to study. If you list subjects, but not specific course titles, you will not be able to receive approval pre-departure for your work while abroad.
- Step 3: Meet with your advisor to discuss course selection and degree plan. Bring your CAPP report, 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.
- Step 4: Consult with faculty department chairs as listed below to review your plan and request approval for specific degree requirements –

<b>If you want to fulfill:</b>	<b>Meet with:</b>
Major requirements	Major department chair*
Minor requirements	Minor department chair*
Language requirement	Language department chair*
General university requirement (GUR)	Chair of the relevant department (e.g. History chair for History GUR)*

- 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 15<sup>th</sup> of the preceding spring term. For spring study away, forms are due by December 15<sup>th</sup> of the preceding fall term.

**\*NOTE: If you are participating in any of the following programs and want to transfer course credit as noted in the Study Away Transfer Equivalency Guide, the Registrar's designee in the Wang Center can approve your Assignment of Credit form, meaning you don't need approval from the academic department chair. Programs include: PLU China, PLU Norway, PLU Oaxaca, PLU Trinidad & Tobago, ILACA London, ILACA Granada, and CGE Namibia.**

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Major(s) \_\_\_\_\_ Minor(s) \_\_\_\_\_

Class Standing Term 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 \_\_\_\_\_

Term(s)/Year of Study Away \_\_\_\_\_

## **Advisor and student discussions topics may include:**

- What major/minor and GUR requirements does student have left to complete?
- How does study away fit into the student's degree plan?
- Are there particular degree requirements the advisor recommends the student take or not take while abroad?
- Are there study away course offerings that could expand standard PLU course offerings?
- Reviewing the student's intended study away courses (listed on reverse), what degree requirements (major, minor, GUR, elective) might these courses satisfy?
- Students register for classes following arrival at study away programs. If some of the student's desired classes aren't available, may the student email the advisor for guidance in making alternative choices?

**PLU Wang Center for International Programs  
253-535-7577**

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.

Study Away Course Title (add course number if available)	Estimated Semester Credits	SELECT APPROPRIATE DESIGNATION			Authorizing signature indicating approval & comments
		Major/Minor (Ex: HIST 344)	GUR (Ex: S1 or R3)	Elective Only	

**Advisor Signature**

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 of the relevant academic department, the Registrar's designee in the Wang Center, and the Registrar's Office after completion of the study away program.

**Advisor for 1<sup>st</sup> Major**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Phone Number \_\_\_\_\_

Comments \_\_\_\_\_

**Advisor for 2<sup>nd</sup> 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 \_\_\_\_\_