

Pacific Lutheran University
Wang Center for Global & Community Engaged Education
Instructions for Assignment of Credit for Study Away

Instructions for Students:

Step 1: *What courses do you need to fulfill while abroad?*

Review your transcript and CAPP report to see your progress and then research the course offerings for your study away program to see what you might fulfill while abroad.

Step 2: *Map out your coursework.*

List your desired courses and alternate choices on the Assignment of Credit form.

Step 3: *Meet with your advisor(s).*

Meet with your advisor(s) (2nd major or minor advisor as applicable) to discuss your course selections and degree plan. Bring your study away program's course information to the meeting. **Regardless of which classes you take, the Assignment of Credit form must be signed by your major advisor.**

Step 4: *Get course approvals from appropriate PLU personnel.*

Consult with appropriate University personnel (as listed in the table) to request approval for courses to meet specific major/minor or Gen Ed requirements.

For Gen Ed Requirements, fill out the registrar's form found here:

<https://forms.gle/tir6HuqwSzWd87FN7>

The registrar's office will review your proposed General Education courses and email their approval to the Wang Center.

No signature is required for *one* IHON 200-level elective. If you have already received IHON 200-level credit for study away, you can petition the IHON Program for a second IHON course.

To fulfill:	Get signature approval from:
Major requirements	Major department chair
Minor requirements	Minor department chair
General Education requirements	Registrar's Office using this link: https://forms.gle/tir6HuqwSzWd87FN7
IHON 200-level elective	No signature required (only one permitted)
Elective only (NOT elective within major/minor)	No signature required

Note: courses and designations that are listed on the Interactive Guide and/or Major Advising Plans (MAPs) have established course equivalencies and signatures are *not* required.

Equivalency Guides are found here: www.plu.edu/registrar/equivalency-guides/interactive-guide

MAPs are listed in the *Discipline* section of the PLU Study Away webpage. www.plu.edu/studyaway/explore

Signatures are not required for courses in which a student only seeks general elective credit. Note that any courses taken that are not listed on the Assignment of Credit will be assigned general elective credit by default.

If a course can count for multiple requirements, please list the course in all applicable sections and request necessary signatures.

IMPORTANT: Credit cannot be awarded for courses deemed "substantially equivalent" to classes you have already completed.

Step 5: *Sign and submit.*

Your signature is required. Return the form to the Wang Center or scan and email it to wang.center@plu.edu. **Keep a copy for your records.**

Please note: If classes change once you are in-country, you must inform the Wang Center of changes by updating this form as necessary and emailing the revised form to wang.center@plu.edu prior to your program end date.

Notes for Faculty:

- Add any details in the “notes” section about how courses will fulfill degree requirements/concentrations or additional considerations such as evaluation of syllabi, class assignments, etc. upon return to PLU.
- **Students cannot receive credit for courses deemed “substantially equivalent” or redundant to courses that they have already completed. Advise students to replace any such selections.**
- Courses with approved equivalencies will transfer as the PLU number plus “SA” and the PLU course title.
- 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.
- For Gateway and Featured programs only, checking “yes” to add the course to the Interactive Guide grants permission for other students in future terms to receive credit from your department without seeking signature approval (courses are pre-approved to receive major/minor/Gen Ed credit).
- Check the student’s CAPP report to ensure they are on track to meet major/minor requirements, including the number of major/minor credits.
- Student must meet 128 credits to graduate.

List of Gateway & Featured Programs for 2023-2024 Academic Year

Gateway	
Chengdu, China - Program Suspended for Fall 2023/Resuming Fall 2024	
Oaxaca, Mexico	
Oslo, Norway	
University of Southeastern Norway (Vestfold or Bø campuses)	
Trinidad & Tobago	
Windhoek, Namibia	
IHON-Oxford, England	

Featured	
IES Berlin, Germany	CIEE Costa Rica – Tropical Ecology & Conservation
IES Milan, Italy – Music: Voice, Composition & Instrumental	CIEE Costa Rica – Sustainability & the Environment
IES Vienna, Austria	CIEE Seoul, South Korea
College Year in Athens (CYA)	IAU Aix-en-Provence, France
GEO London	ILACA Granada, Spain
GEO London w/Internship	SIT Study Abroad – select programs only; see www.plu.edu/studyaway/studyabroad/semester-programs/ for complete list
University of Aberdeen, Scotland	
University of Tasmania, Australia	Victoria University of Wellington, New Zealand