

## ACADEMIC INFORMATION FOR STUDY ABROAD COURSE APPROVAL PROCEDURES

1. Study Abroad and Washington Semester Course Approval forms are available from the International Programs office.
2. To ensure timely approval, applications should be submitted before or during the registration period of the semester prior to your intended study abroad semester. Forms must be signed by the student, the student's advisor(s), and the department Chair governing any courses that will be transferring for a major or minor program. **Please attach a current course description for each course listed on the application to expedite the evaluation process.** Completed forms should be submitted to the Director of International Programs, Amy Simes, who will forward them to the Registrar for final approval.
3. After final approval, the student, the major advisor, and the Director of International Programs will receive a copy of the course approval form. Students should retain this form and take it overseas.
4. ***Historical information indicating the way in which courses have transferred in the past will be invalid if institutions have revised these courses or if Elizabethtown course expectations have changed. Thus, historical data may be used as a guide when completing the application form but should not be regarded as a guarantee of how a course will transfer.***
5. ***Once students are abroad and need to change or update any of the information on the course approval form, they should contact Amy Simes.*** This is an important step to ensure that courses transfer appropriately upon return to Elizabethtown.

### TRANSCRIPTS AND TRANSFER

Upon completion of courses, international transcripts can take up to four months to arrive at Elizabethtown College. All offices, including Financial Aid and Business, are aware of this time lapse. Everything possible is done to help expedite the transfer process.

For a complete explanation of the colleges transfer credit policy, refer to the Academic Policies chapter of the Elizabethtown College Catalog.

### **CREDITS EARNED OVERSEAS**

Credits, not grades, transfer back to Elizabethtown College; therefore, GPAs are not affected.

Credits are based upon hours met. Countries calculate grades and credits differently. Grades and credit hours are converted to meet US standards. Look at the number of hours you meet for class/tutorials to determine the credit transfer or refer to the Course Approval form.

Transfer policy allows a 3-credit transfer course to satisfy a 4-credit Elizabethtown Core course offering, although the number of credits transferring in remains 3.

Creative Expression Core must be satisfied with the completion of one 3- or 4-credit course, two 2-credit offerings, or four 1-credit courses. **This is the most difficult AU to satisfy while abroad.**

Natural and Physical Science Core must be satisfied with at least one lab science and coursework must be completed in two different disciplines.

The **Writing & Research Intensive (WRI) core requirement requires submitting a course syllabus for evaluation** so be sure to save all syllabi from your study abroad experience. Courses satisfying WRI must include instruction in the writing process and not only writing products.

If the course is intended for a major/minor requirement, you should obtain the preapproval/signature of the governing department Chair(s) prior to submitting the course approval form to Amy Simes.

Credits earned through any Elizabethtown College affiliate programs will count toward graduation credit residency requirements. See your department chair to determine major and minor residency requirements.

## **GRADE REQUIREMENTS AND CLASS STANDING**

Minimum grade requirements for Transfer:

**BCA Programs:** D- or above

**All Other Programs:** C- or above

This includes, but is not limited to, the following institutional programs: Herstmonceux, Nihon University, AustraLearn, School for Field Studies, Washington Semester, KCP International, IEP, Northumbria University, and approved non-affiliate programs.

Credits cannot be calculated into your class standing until the transcript is posted to your academic record. Therefore some difficulty with Financial Aid, Residence Life lottery numbers, class standing, and Registration may arise. All pertinent offices are notified upon receipt of official transcripts.

Class Standings: *Sophomore, 30-59 credits; Junior, 60-89 credits; Senior, 90 or more credits*

## **TRANSCRIPTS FOR POST-SECONDARY OR EMPLOYMENT APPLICATIONS**

Federal law prohibits schools from copying and releasing another school's transcript so the transcript sent to Elizabethtown cannot be copied by us and sent to graduate schools or employers.

It is recommended that you request additional official transcripts for personal use while still abroad. We encourage you to have them sent to your home address for use when applying to graduate school and/or employment. Transcripts are only considered official if they are in an unopened sealed envelope. Therefore, if you are going to be applying to a post-secondary institution, we recommend that that you do not open the inner envelopes upon receipt of the transcripts from abroad.

## **GRADUATION**

Students studying abroad their final semester should plan on graduating from Elizabethtown College one semester beyond their normal graduation date due to the length of time it takes for receipt of most international transcripts. This would mean an August or January graduation for students who study abroad in the spring term of their senior year. The time lapse will also likely affect student's eligibility to "walk" or be an early participant in the May graduation ceremony. Please refer to the college catalog for a full explanation of graduation requirements.

## **COURSE REGISTRATION STUDY ABROAD PRE-REGISTRATION**

While preliminary course requests should be made in writing on campus through the Study Abroad Course Approval form, students do not normally register for courses until they arrive on the host institution campus. Normally, the on-site director assists with academic advising and course selection and an add-drop period is available at most schools.

### **ELIZABETHTOWN COLLEGE COURSE REGISTRATION**

**Pre-Departure:** Students should register for classes as though they will be on campus the following semester. Toward the end of the semester, they will be requested by the IP Director to provide permission to drop their on-campus courses and be enrolled in their study abroad program.

***\*A minimum of 12 classroom contact hours per semester must be pursued while studying abroad.***

### **REGISTERING FOR THE NEXT SEMESTER WHILE ABROAD**

While abroad, students are required to keep their Elizabethtown email account open and check it regularly. Web registration instructions and notifications will be provided to students via email by Dr. Simes several weeks prior to open registration. **Students should regularly check their Elizabethtown email and ECweb accounts for notifications from Registration and Records as well as announcements related to advising, registration and graduation in Campus News.**

### **Students studying abroad are governed by the same registration policies as our domestic students.**

- The Online Preliminary Registration (check-in) process must be completed even though you are studying abroad.
- Students must be in communication with the instructor of any RBI course offering to get on the class list.
- Students must satisfy all prerequisites and co-requisites for each course offering.
- Students must contact the instructor of a course that is classified as a “permission of instructor” course offering.
- Time conflicts must be resolved between both instructors and the student. Notification of a resolution can be sent to Registration and Records upon approval.
- Students are responsible for using their ECweb account to verify that all HOLDS against their registration have been lifted. If a hold exists, please contact the office that has implemented the hold. No pre-enrollments, core verifications, overloads, etc. will be processed while a hold exists on a student’s account.
- Verification of Need to Enroll in Core Course forms for seniors and rising seniors **must be submitted prior to open registration.** Students should be in touch with their advisors concerning this requirement and the advisor can submit the form on the student’s behalf.
- Overload petitions must be submitted if students intend to take more than 18 credits.
- Registration times are based on completed credits and the times indicate when you may begin the registration process. The time slot does not limit you to registering during this time; registration will remain open until the fifth day of the beginning of each semester.
- There is no priority scheduling for students on campus or studying abroad.

### **IMPORTANT CONTACTS:**

#### **Director, International Programs**

Dr. Amy C. Simes  
Center for Global Citizenship  
[simesa@etown.edu](mailto:simesa@etown.edu)  
717-361-1347

#### **Registrar**

Dr. Betty Rider  
Office of Registration and Records  
[riderea@etown.edu](mailto:riderea@etown.edu)  
717-361-1409