

## STUDY ABROAD COURSE REQUEST FORM

**Directions:** Fill out this form completely; incomplete forms will not be processed. Please attach all course descriptions to this form. Submit this completed form to:

**Wheelock College / Attn: Study Abroad (CIPP) / 200 Riverway / Boston, MA 02215**

Name		ID number	Email Address		
Term Course(s) Will Be Taken (e.g., Spring 2013)		Phone number where you can be reached (     )		Study Abroad Provider/Location (e.g., CIS-Barcelona)	
Host University		Major(s) and Minor(s)			
Host Course Number Ex: <i>HIS 201</i>	Credits Ex: <i>4</i>	Host Course Name Ex: <i>World History</i>	Office Use Only:		
			Granted	Denied	Wheelock Equivalent

### For Office Use Only

Comments			
Study Abroad Advisor Signature	Financial Aid Signature	Registrar Signature	Registrar notes
Student Success Signature	Department Chair/Dean Signature (if needed)	Date	

**After completion of your approved course(s), you must have an OFFICIAL TRANSCRIPT of your grade(s) sent to Wheelock College Registrar's Office in order to receive credit:**

Wheelock College / Office of Academic Records & Registration / 200 Riverway / Boston, MA 02215

***I understand the Study Abroad policies and procedures and accept responsibility for adhering to these guidelines.***

\_\_\_\_\_   
 Student Signature

\_\_\_\_\_   
 Date

## STUDY ABROAD COURSE TRANSFER POLICIES AND GUIDELINES

- **Courses taken abroad must be approved in writing by the Office of Student Success in advance.**
- A minimum grade of 2.0 (C) must be earned in order for the course taken while abroad to be eligible for transfer credit. **Please note:** Only the credits will appear on your Wheelock transcript rather than the actual grade earned.
- Students must complete a minimum of 67 credits at Wheelock to meet graduation requirements. Courses completed while abroad count toward this requirement.
- Transfer credit is limited by the “half rule.” This means that students may transfer no more than half the number of credits required to complete a major and no more than 8 credits toward completion of a minor. This includes courses completed during study abroad, prior to enrolling at Wheelock, and summer courses taken outside of Wheelock.
- Courses taken abroad must be credit-bearing and may not duplicate previous coursework. Please note: CEU (Continuing Education Unit) courses are not transferable.
- Most full-semester courses offered abroad for 3 credits will transfer as 4 credits to Wheelock.
- Advanced-level coursework must be completed at Wheelock and, if completed while study abroad, will receive intermediate-level transfer credit.
- Students are encouraged to have alternative courses reviewed by the study abroad advisor in the event that any initial choices become unavailable or are canceled. Changes to your schedule while abroad are not permitted without approval in advance from the study abroad adviser.
- Study abroad is ideal for students in their sophomore or junior year. In keeping with Wheelock’s residency requirement, students may not study abroad during their final semester at Wheelock.
- The following course requirements may **not** be fulfilled through Study Abroad:
  - Upper Level Writing
  - Field Work, Practicum or Pre-Practicum
  - Advanced-level requirements
- For the Study Abroad Course Request Form to be considered complete, the form must be accompanied by the following:
  - ✓ course descriptions of each course you are requesting
  - ✓ a copy of your degree audit or advising worksheet

**If you have questions about Study Abroad guidelines or the approval process, please contact the Center for International Programs and Partnerships, Hawes 114/115 , 617-879-2457 or via e-mail at [studyabroad@wheelock.edu](mailto:studyabroad@wheelock.edu).**