

# CREDIT APPROVALS FOR STUDY ABROAD/AWAY PROGRAMS



This form is available at <http://www.carrollu.edu/academics/registrar/pdfs/transferecreditapproval.pdf>. You can also find it by going to the Registrar's button on the portal, and the selecting it from the drop down list of Printable Forms. It is called the Transfer Credit Approval form.

## Carroll University Transfer Credit Approval (Complete form in ink and press firmly)

### MAILING ADDRESS

NAME \_\_\_\_\_  
 HALL, RM # or \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY, STATE, ZIP \_\_\_\_\_ ID NUMBER \_\_\_\_\_

Grades earned on study abroad/away programs come back as actual grades and DO impact your GPA.

Submit as much info as possible. Course descriptions are good, syllabi are better. If you submit a course description you may be asked to re-submit form with a syllabus.

1. A complete catalog course description must accompany this request.
2. Allow one week for processing.
3. Advance approval is necessary.
4. All course work must be graded "C" or above to be accepted as credit earned toward graduation. However a "D" may fulfill major, minor, general education or elective requirements.
5. Probationary status will not be affected by transfer credits.
6. "C", "D" or "F" grades earned at Carroll may only be repeated at Carroll.
7. Final 32 credits of degree must be complete at Carroll.

Study abroad/away transfers may take much longer. Please allow at least 4 weeks for processing.

Because you maintain your Carroll status, this does not apply to credits earned on study abroad/away programs.

### Please complete:

I request to take courses at the following College/University:  
**LIST STUDY ABROAD PROGRAM / SCHOOL OF RECORD (institution issuing the credits)**  
 Semester/Term/Session \_\_\_\_\_ Year \_\_\_\_\_

Transfer Credit - College/University				Please indicate use at Carroll
Dept Abbrev	Course Number	Descriptive Title	Credits	(major/minor/general studies/elective/Carroll equivalent?)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

This is where you put the info for the courses you plan to take abroad/away.

This is where you put the info for the credits you hope to earn at Carroll.

Return both copies to the Registrar's office, Voorhees 109, or fax to 262-650-4851, or mail to: Registrar's office, Carroll University, 100 N. East Avenue, Waukesha, WI 53186

If the course does not come back how you had hoped, the Registrar will tell you how it will come back instead.

Course	Approved	Not Approved	Comments
_____	<input type="checkbox"/>	<input type="checkbox"/>	
_____	<input type="checkbox"/>	<input type="checkbox"/>	
_____	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluator _____			Date _____

The more specific the better.  
 Ex: BUS302 instead of 'business elective'.  
 Ex: PSY101 instead of 'S1'.

Courses academic in nature taken at accredited institutions will come back as a minimum of elective credit.

You may be able to determine equivalencies on your own or it may be helpful to work with your advisor/a faculty member in the department of the credit(s) you hope to earn.

- MAKE COPIES OF THIS FORM AND ALL COURSE DESCRIPTIONS/SYLLABI BEFORE SUBMITTING TO THE REGISTRAR'S OFFICE.
- COURSES MAY BE CANCELLED/FULL/UNAPPROVED. SUBMIT AT LEAST 2X THE AMOUNT OF COURSES YOU PLAN TO TAKE.
- YOU MAY SUBMIT FORMS FOR MORE THAN ONE PROGRAM TO HELP DETERMINE WHICH PROGRAM IS MOST APPROPRIATE.
- SUBMIT RETURNED FORM(S) ON CCE WEBSITE APPLICATION.
- UNTIL A COURSE IS LISTED AS APPROVED ON THIS FORM RETURNED FROM REGISTRAR, CREDIT IS NOT GUARANTEED!