

## Study Abroad Transfer Credit Pre-Approval

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**HOLT undergraduate & CLA students:**

**Submit to the Office of the Registrar by email or in Carnegie Hall (2<sup>nd</sup> floor)**

Undergraduate students may take courses abroad on any Rollins Approved Semester Program or non-Rollins summer or semester program and they will appear as transfer credits on the Rollins transcript.

- Students must secure approval of specific courses prior to enrollment at another institution. **Completing this form does not constitute registration at another institution.**
- Grades earned abroad on Rollins Approved Semester Programs will display on the Rollins transcript as letter grades and will factor into the student’s Rollins GPA. Grades earned on non-Rollins programs will display on the Rollins transcript but will not factor into the student’s Rollins GPA. Academic credit for courses taken on non-Rollins programs is given only if a grade of “C-“ or better is earned.
- Credits are awarded in semester hours. Rollins will translate international grades and credits to Rollins equivalents. In order to receive credit, students must arrange to have an official transcript sent directly from the study abroad program to the Office of International Programs after grades have been posted.

**Student Name:** \_\_\_\_\_

**R-Number:** \_\_\_\_\_

**Student Type:**  College of Liberal Arts  Hamilton Holt School

**Term of Study Abroad:**  Fall  Spring  Summer **Year of Study:** \_\_\_\_\_

**Study Abroad Program:** \_\_\_\_\_

Students pursuing a semester abroad should have more courses pre-approved than they will actually take because course registration is often confirmed during the first weeks of the term abroad and changes to course registrations are common.

An official course description or syllabus may be required upon request.

Course Number	Course Title	Credit Hours	Major/Minor Courses		Gen Ed Courses <i>Office of the Registrar Use Only</i>	
			Substitute for: <i>(ex. BUS 100)</i>	Approved by: (Initials)	Substitute for:	Approved by:

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**Student Name:** \_\_\_\_\_ **R-Number:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chair, Major Department:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I have indicated above with my initials those courses fulfilling major requirements*

**Chair, Minor Department:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I have indicated above with my initials those courses fulfilling minor requirements*

**Associate Dean of Academics Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I have indicated above with my initials those courses fulfilling general education requirements*

**Registrar Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_