

**AUTHORIZATION FOR STUDY ABROAD TRANSFER CREDIT  
ROANOKE COLLEGE**

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|---|------------------------|--|
| <b>Student Name:</b>  | <b>Class standing:</b> | <b>Program (choose one from below)</b>       |
| <b>ID Number:</b>   | <b>Overall GPA:</b>    | <b>Affiliated (specify site):</b>            |
| <b>Major(s):</b>  | <b>Term of Study:</b>  | <b>Exchange (specify site):</b>              |
| <b>I request permission to transfer the courses listed below, either as Roanoke College equivalents or otherwise. I understand that credits will be accepted according to prevailing College policy. This form is due by <u>APRIL 15</u> for fall semester study abroad, and by <u>NOVEMBER 15</u> for spring semester study abroad for affiliated programs, exchanges, and ISEP Exchanges.</b> |                        | <b>ISEP Exchange (specify site):</b>         |
|   |                        | <b>ISEP Direct Affiliate (specify site):</b> |

| <b>COURSE TITLE ABROAD:</b><br>(Transfer Course Designator and Title) | <b>ROANOKE COLLEGE COURSE TITLE:</b><br>(Roanoke Equivalent or Area of Credit) | <b>PROGRAM:</b><br>Major/Minor/<br>Conc./HNRS/<br>INQ/Elective | <b>APPROVAL:</b><br>Dept. Chair (Maj/Min) <u>OR</u><br>Conc. Coordinator <u>OR</u> Honors Advisor<br><u>OR</u> Assoc. Dean (INQ) | <b>UNITS:</b><br><br>Registrar<br>Use<br>Only |
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**\*\*\*Please list 8 courses to ensure full enrollment abroad as scheduling conflicts and course offerings may change after arrival. Course descriptions MUST be attached to this form. Changes in the above program require the immediate notification of the departmental chairperson and the Associate Dean/Registrar to ensure transfer of credit. Students must enroll in the equivalent of full time study at the institution of the host country. Failure to enroll in a full course load may impact timely graduation from Roanoke College.**

(1) \_\_\_\_\_  
 Academic Advisor's Signature                      Date

(2) \_\_\_\_\_  
 Student Signature    Date

(3) \_\_\_\_\_  
 International Education    Date

4) \_\_\_\_\_  
 Associate Dean/Registrar    Date

**Instructions on reverse**

## **Instructions**

*If a course you are planning to take while studying abroad is intended to substitute for a Roanoke course required for your major, you must have the Department Chair of your major sign the transfer credit form.*

*If a course you are planning to take while studying abroad is intended to substitute for a Roanoke course required for your minor, you must have the Department Chair of your minor sign the transfer credit form.*

*If a course you are planning to take while studying abroad is intended to substitute for a Roanoke course required for your concentration, you must have the Concentration Coordinator sign the transfer credit form.*

*If a course you are planning to take while studying abroad is intended to substitute for a Roanoke INQ course, you must have Dr. Gail Steehler sign the transfer credit form.*

*If a course you are planning to take while studying abroad is intended to substitute for a Roanoke Honors course, you must have the Director of the Honors Program sign the transfer credit form.*

*If a course you are planning to take while studying abroad is intended to substitute for general elective credit, the course need only be approved by the Registrar.*

*Where any one course you are planning to take while studying abroad is intended to substitute for multiple requirements (major and minor, major and concentration, etc.), you must get signatures from each area on the transfer credit form.*