

Transferring Study Abroad Credits

All courses taken on SVSU study abroad programs come back to SVSU and count towards graduation. For example, if you took a 300-level course in Irish History, it will come back to SVSU as HIST 390: Irish History. ***You do not need to do anything for this to happen.*** However, if you would like to receive general education requirements or specific course credit for a particular course, the following information explains the process. This process can be done before you depart on your study abroad program or when you return. If you plan to submit requests after you return, you must bring home all syllabi and papers to show your work.

General Education Requirements

General education requirements are determined by the Registrar's Office. Fill out a course petition form, which can be obtained from the Registrar's Office, stating which general education requirement you want to fulfill and the name of the course you are taking overseas. You should also provide a copy of the course description, syllabus, textbook list, or any other information you have regarding the course. Submit your completed form along with copies of your materials to Vicki Stewart at the Registrar's Office in W151.

Specific Course Requirements

If you would like courses to count as a specific class at SVSU, you need to fill out a course petition for the department to which it belongs. For example, if you took a course in Italy called Ancient Rome, you may petition it to come back to SVSU as HIST 373: Ancient Roman Republic and Empire to AD 300. Fill out the course petition and take it to the chairperson of the history department. The chairperson will either accept it or deny it. If it is accepted, it will then go to the dean for signature and then to the Registrar's Office to be put in your file. Please be aware that some faculty will *not* sign course petitions until you return from your study abroad experience and bring in syllabi, papers, and other materials. Also, if you complete this process after your grades have been submitted to the registrar's, the approved course number will not appear on your transcript, but the registrar will make a note in the system that will show you satisfied the requirement for graduation.

If you have any questions about this process, please email Barb Cohen at bcohen@svsu.edu.