

CHECK LIST
STUDY ABROAD and USA OFF-CAMPUS STUDY
Non-AU Registration/Transfer Credit

Important Dates to Remember

For study during Semester II:
Applications for financial aid must be submitted by the second Friday in November.
Registration must be completed by the first Friday in December.

For study during Semester I or Summer term:
Applications for financial aid must be submitted by the last Friday in March.
Registration must be completed by the third Friday in April.

1. _____ Meet with the Director of Tri-S and Study Abroad regarding general policy and procedure for study abroad or USA off-campus study.
A faculty liaison will oversee your study experience. This person may be your advisor, a faculty member, a department chair. The faculty liaison person will review the course content of your proposed study and assist you in the application and registration process.
2. _____ Meet with your academic advisor and/or faculty liaison, select a study program, and obtain a course description, application, schedule of classes, cost information, etc.
All study programs and specific courses must be pre-approved by Anderson University. See Endorsed Study Programs.
3. _____ Apply for a passport (and visa if required). Review safety and security issues related to the country and city where you intend to study. Review vaccination requirements, health insurance coverage and general health issues.
The Tri-S and Study Abroad Office can provide information regarding passports, safety and security issues, supplemental health insurance, International Student Identity Card, and study abroad orientation.
4. _____ In consultation with your faculty liaison, complete the Study Abroad Transfer Courses form. Obtain the necessary signatures of advisor, department chair, etc. (Be sure to attach copies of course descriptions to the form.)
The department chair must approve courses that apply to your major/minor. The registrar must approve courses that apply to your liberal arts requirements.
5. _____ Read and sign the Anderson University Agreement and Release form. Complete Insurance and Contact information form. Submit these forms to the Tri-S and Study Abroad Office. Obtain the signature of the Director of Tri-S and Study Abroad on Study Abroad Transfer Courses form.
6. _____ Submit the Study Abroad Transfer Courses form to the Office of the Registrar. This will complete the documentation of your study with transfer of credit.

PLEASE NOTE THE FOLLOWING:

- You are required to attend all orientation sessions for study abroad.
- After you have completed your study abroad, it is your responsibility to request that a transcript be sent to Anderson University. The faculty liaison person will review the transcript and submit your grade to the Registrar's Office. A record of your course work and the name of the institution where you studied will appear on your AU transcript.
- Upon returning to Anderson University, schedule an appointment with the Director of Tri-S and Study Abroad. Complete and return the Study Abroad Evaluation form to the Tri-S and Study Abroad office.

GENERAL INFORMATION for TRANSFER COURSES

Not all study abroad or USA off-campus study programs will be approved for transfer back to Anderson University. For more information, contact the Registrar's Office.

1. To obtain permission to take a course abroad and have it transfer to Anderson University, the course needs to be taken at a college or university, or other program of study recognized by Anderson University.
2. Do you plan to use the course in the liberal arts, major, minor or elective areas?

If you plan to use the course in your major or minor, you must secure approval for each course from the department chair.

If you plan to use the course in the liberal arts, you must secure approval for each course from the Office of the Registrar.
4. Repetition of a course - If you received a grade of 'D' in a course at A.U., you may not repeat it at another school. If you received a grade of 'F' in a course, then you may elect to repeat it at another school, however, it will not replace the grade at A U. or factor into your GPA
5. A final grade of "C minus" or above must be earned. No grades will be recorded for transfer credit since your semester and/or cumulative grade point average (GPA) is figured on Anderson University work only.
6. **Residence Requirements - to earn a degree from Anderson University a student must be in residence at the university for the last 24 hours applicable to the degree. Under some circumstances, and with special permission, a maximum of 6 of the final 24 hours may be taken elsewhere.**

If this applies to you, then write your request on a full sheet of paper giving your reasons for wanting to take the courses out of residence. The Registrar will act upon this petition.
7. **Graduation requirement: Transfer credits from other institutions must be in the Office of the Registrar by April 1 of the year in which the student expects to graduate.**
8. When final grades have been recorded, request the Office of the Registrar at the school where you took the course(s) to send an official transcript to: Office of the Registrar, Anderson University, 1100 E 5th Street Anderson, IN 46012-3495.

THE INSTITUTION ATTENDED MUST SEND AN OFFICIAL TRANSCRIPT BY MAIL TO ANDERSON UNIVERSITY. TRANSCRIPTS WILL NOT BE ACCEPTED HAND DELIVERED.