

**WASHINGTON AND LEE UNIVERSITY** Application for Degree Credit for Off-Campus Study in the U.S.

- ▶ Print all information, legibly in ink.
- ▶ Submit the original of this application to the Office of the University Registrar.
- ▶ Keep a copy of the completed application for your own records.

W&L ID # \_\_\_\_\_ Student Name: \_\_\_\_\_ W&L Class: \_\_\_\_\_

Applying for: **FULL YEAR 20** - \_\_\_\_\_ **FALL 20** \_\_\_\_\_ **WINTER 20** \_\_\_\_\_ **WINTER & SPRING 20** \_\_\_\_\_ **SUMMER 20** \_\_\_\_\_

Host program/university: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

Program contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ 1st day of classes: \_\_\_\_\_ Last day of exams: \_\_\_\_\_

Your W&L Major(s): \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_ Most Recent Term GPA: \_\_\_\_\_

Your W&L E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Your Permanent Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**IMPORTANT: Statement of Purpose.** Please *write below* a brief, formal statement explaining your objectives in pursuing this proposed off-campus study and the primary focus of your study on this program. *Why are you requesting approval for this institution and course(s)?*

I understand the various faculty policies and procedures governing the transfer of credit to W&L as outlined in the web catalog. I understand that this form, with all appropriate signatures, is requested prior to the beginning of the course(s). Further, I understand that this completed form and the official transcript is due no later than the last day of the 12-week term after I complete the courses approved on this form.

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

**Academic Adviser's Approval:** By enrolling in and successfully completing the courses approved within, the student will make appropriate progress toward meeting W&L degree requirements in a timely manner.

**Faculty Adviser (print name):** \_\_\_\_\_ **Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Academic Dean's Approval:** This is an approved course of study at a regionally accredited institution.

**Academic Dean (print name):** \_\_\_\_\_ **Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COURSE SELECTION AND DESCRIPTION FOR CREDIT TRANSFER EVALUATION**

*Until a course has been approved by the appropriate W&L department/program head, no credit is authorized. All steps must be completed, including University Registrar review of this form and final official transcripts.*

**COURSE 1:** Host's course number: \_\_\_\_\_ Title: \_\_\_\_\_

Contact hours per week: \_\_\_\_\_ Weeks of instruction: \_\_\_\_\_ Host credits awarded: \_\_\_\_\_

**Courses must be taught in a classroom, face to face. Online/distance-learning coursework will not be given W&L credit.**

Brief Course Description:

W&L Equivalent Discipline	W&L Equivalent course number	OR	W&L Non-equivalent elective course designation (Courses and Degrees petition required for FDR)			# of W&L credits anticipated
			Discipline	Level (100, 200, 300)	Usable for major? (C&D if from summer school)	

W&L department/  
program head name (print) \_\_\_\_\_ Initials \_\_\_\_\_ Date: \_\_\_\_\_

**COURSE 2:** Host's course number: \_\_\_\_\_ Title: \_\_\_\_\_

Contact hours per week: \_\_\_\_\_ Weeks of instruction: \_\_\_\_\_ Host credits awarded: \_\_\_\_\_

**Courses must be taught in a classroom, face to face. Online/distance-learning coursework will not be given W&L credit.**

Brief Course Description:

W&L Equivalent Discipline	W&L Equivalent course number	OR	W&L Non-equivalent elective course designation (Courses and Degrees petition required for FDR)			# of W&L credits anticipated
			Discipline	Level (100, 200, 300)	Usable for major? (C&D if from summer school)	

W&L department/  
program head name (print) \_\_\_\_\_ Initials \_\_\_\_\_ Date: \_\_\_\_\_

**COURSE 3:** Host's course number: \_\_\_\_\_ Title: \_\_\_\_\_

Contact hours per week: \_\_\_\_\_ Weeks of instruction: \_\_\_\_\_ Host credits awarded: \_\_\_\_\_

**Courses must be taught in a classroom, face to face. Online/distance-learning coursework will not be given W&L credit.**

Brief Course Description:

W&L Equivalent Discipline	W&L Equivalent course number	OR	W&L Non-equivalent elective course designation (Courses and Degrees petition required for FDR)			# of W&L credits anticipated
			Discipline	Level (100, 200, 300)	Usable for major? (C&D if from summer school)	

W&L department/  
program head name (print) \_\_\_\_\_ Initials \_\_\_\_\_ Date: \_\_\_\_\_

**COURSE SELECTION AND DESCRIPTION FOR CREDIT TRANSFER EVALUATION**

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**COURSE 4:** Host's course number: \_\_\_\_\_ Title: \_\_\_\_\_

Contact hours per week: \_\_\_\_\_ Weeks of instruction: \_\_\_\_\_ Host credits awarded: \_\_\_\_\_

**Courses must be taught in a classroom, face to face. Online/distance-learning coursework will not be given W&L credit.**

Brief Course Description:

W&L Equivalent Discipline	W&L Equivalent course number	OR	W&L Non-equivalent elective course designation (Courses and Degrees petition required for FDR)			# of W&L credits anticipated
			Discipline	Level (100, 200, 300)	Usable for major? (C&D if from summer school)	

W&L department/program head name (print) \_\_\_\_\_ Initials \_\_\_\_\_ Date: \_\_\_\_\_

**COURSE 5:** Host's course number: \_\_\_\_\_ Title: \_\_\_\_\_

Contact hours per week: \_\_\_\_\_ Weeks of instruction: \_\_\_\_\_ Host credits awarded: \_\_\_\_\_

**Courses must be taught in a classroom, face to face. Online/distance-learning coursework will not be given W&L credit.**

Brief Course Description:

W&L Equivalent Discipline	W&L Equivalent course number	OR	W&L Non-equivalent elective course designation (Courses and Degrees petition required for FDR)			# of W&L credits anticipated
			Discipline	Level (100, 200, 300)	Usable for major? (C&D if from summer school)	

W&L department/program head name (print) \_\_\_\_\_ Initials \_\_\_\_\_ Date: \_\_\_\_\_

**COURSE 6:** Host's course number: \_\_\_\_\_ Title: \_\_\_\_\_

Contact hours per week: \_\_\_\_\_ Weeks of instruction: \_\_\_\_\_ Host credits awarded: \_\_\_\_\_

**Courses must be taught in a classroom, face to face. Online/distance-learning coursework will not be given W&L credit.**

Brief Course Description:

W&L Equivalent Discipline	W&L Equivalent course number	OR	W&L Non-equivalent elective course designation (Courses and Degrees petition required for FDR)			# of W&L credits anticipated
			Discipline	Level (100, 200, 300)	Usable for major? (C&D if from summer school)	

W&L department/program head name (print) \_\_\_\_\_ Initials \_\_\_\_\_ Date: \_\_\_\_\_

**- PLEASE READ AND KEEP THIS PAGE -**  
**OFF-CAMPUS STUDY POLICIES AND GUIDELINES**

- consult with your academic adviser(s) to ensure timely progress toward completion of degree requirements
- Seniors may study away in the winter or spring terms only if all official records required for their certification for graduation will reach the University Registrar one week prior to Commencement.
- Requests for exceptions to these or other academic rules must be submitted in advance to the Committee on Courses and Degrees through the Dean of the College.

**Credit for Study Away from W&L:** Credit for courses taken off campus in the U.S. will be transferred once an official transcript for the work completed has been received by the Office of the University Registrar and approval given by the appropriate department(s)/program(s). Approvals must be obtained and official transcripts received by the University Registrar before the conclusion (last day of classes) of the first 12-week term following the study off campus in the U.S.

- Late submissions will be charged an initial fee of \$100 and \$50 per term beyond the deadline. Exceptions to this rule may be granted by appealing to the Faculty Executive Committee.
- Credits may be transferred only if a grade of C (2.0 or the equivalent) is received. Grades are not transferred and do not become a part of your W&L GPA except for students who attend a university with whom W&L has an official exchange agreement.
- No more than 56 credits earned outside of W&L courses may be counted toward a degree.

**Award of Credit Hours:** The approval of credit hours applied to major requirements and the level at which they are applied (100, 200, etc) will be determined by the appropriate department/program head or dean at W&L, as recorded on this application.

- Credits approved as **equivalent** to a specific W&L course number will meet the same requirements as that course.
- Credits approved as **non-equivalent** electives may be applied to major requirements with permission of the department/program head but will require a separate petition to the Committee on Courses and Degrees, if the student wants them to meet FDR requirements.
- No strict correlation exists between contact hours in courses taken off campus and credit hours awarded by W&L. Policy on the number of credit hours which will be approved for study at another U.S. institution may be obtained from the Office of the University Registrar.
- W&L does not award more credit for a program than that awarded by the host institution, as determined by the host's official transcript, regardless of what a department/program head may approve on this form.

**Special Rules for Summer Off-Campus Study:**

- Courses must be taken at a regionally accredited four-year college or university.
- A maximum of four courses (14 credits) is allowed toward degree requirements for summer study. Of these, a maximum of two courses may be taken toward FDR requirements or for cognates in the major. These may not include courses in the major subject or major group, except repeats.
- A maximum of two courses may be repeated. Even when a course is repeated, the old grade remains on the W&L transcript and in the GPAs.
- You may transfer back to W&L a course which is a specific prerequisite for a course which has already been taken.
- Semester credits will be transferred as equivalent from the host institution; quarter credits will be converted by multiplying them by .67 and truncating (not rounding).

**Instructions for Seeking Credit for Individual Courses from Off-Campus:** If you find you need to change courses for which you will be seeking W&L credit after you have arrived at your program or if you were unable to complete the pre-approval process for any course(s) due to lack of information:

- Contact your academic adviser as quickly as possible (by e-mail or fax) and inform him or her of your course choices. Presumably you will have already discussed your interests and options before leaving and these choices should present few surprises. It may be possible for you to get general assent for taking certain types of courses before you leave (i.e., literature or history or language, within a certain area).
- Once your adviser has approved the course(s) or change(s), contact the head(s) of the appropriate W&L department(s)/program(s) as expeditiously as possible for course credit approval. You should include a course description and if possible, a syllabus and/or reading list.
- Ask the department/program head to let you know whether this course is approved for consideration for W&L credit (and how much credit) as soon as possible, with a copy to the Office of the University Registrar.

**Eligibility for Off-Campus Study** Students must have a cumulative GPA of at least 2.500 to apply for off-campus study for W&L credit during the academic year (exchange or study abroad) or 2.500 to apply for study abroad during the summer. Students must consult with their academic adviser(s) to ensure that their proposed course of study will enable them to make normal progress toward completion of major and degree requirements in a timely fashion. Seniors studying away in the winter or spring terms should do so only if their certification for graduation will not be in jeopardy. Requests for exceptions to these or other academic rules must be submitted in advance to the Committee on Courses and Degrees through the Dean of the College. Study within the U.S. requires approval of the institution by an academic dean.