

## **Guidelines for Study Abroad Transfer Credit**

The following guidelines are used to complete the pre-departure and post-completion processes for approving academic course of study, transfer courses and credit units from international institutions for study abroad students.

### **Pre-Departure Procedures**

The Director of Troy Abroad will complete and approve the Study Abroad Institution Authentication Form for any institution not already authenticated (Attachment #1). It will be sent to the Academic Evaluation Center (AEC) that will provide information regarding the international institution's accreditation, grading system, length of academic terms, and credit equivalency information (if available). AEC will use the AACRAO-EDGE recommended grade conversion scale for the particular country or international institution in which the student will study. According to AOP 07/21/09, other approved resources may be used. No approval process is required for international institutions that have signed Study Abroad agreements with TROY on file.

The Director of Troy Abroad will work with prospective study abroad students, their academic advisors, department chairpersons and academic deans to design an appropriate study abroad academic course plan using the Table of Equivalencies for Studies Abroad of the Transfer of Credit Agreement (Attachment #2).

Students requesting financial aid must enroll in the equivalent of the minimum fulltime load at Troy University.

The Director of Troy Abroad and the appropriate academic representatives will complete and approve the Table of Equivalencies for Studies Abroad and send a *copy* to AEC along with the course descriptions or course syllabi, number of credit hours or units the international institution assigns to each course and the term length of the study for each course. AEC will review foreign credit hours conversion to U.S. credits. The form will be returned to the Director of Troy Abroad, who will send a *copy* to the student.

It is understood that the department chair and academic dean have sole authority to equate or substitute courses in the Table of Equivalencies for students planning to enroll in a vetted study abroad program or gain approval for courses already taken in those programs.

Upon final approval of the Table of Equivalencies form, prospective study abroad students will be registered for IDS 3300-TZAA or IDS 3300-TZAB. The Troy Campus Registrar's Office will register the student in the IDS course sections under the direction of the Director of Troy Abroad.

### **Post-Completion Procedures**

The student and/or an official representative from the foreign institution will be responsible for submitting official transcripts to the Director of TROY Abroad for authentication of course completion. The Director of Troy Abroad will verify there are no discrepancies between the approved Table of Equivalencies and the student's transcript. If there are discrepancies with the previously approved Table of Equivalencies, it will be updated to reflect the courses completed during the study abroad experience. The appropriate department chairs and academic deans must review and approve any new Transfer of Credit Agreement and its Table of Equivalencies.

The Director of Troy Abroad will image the official transcripts, the Transfer of Credit Agreement, and its Table of Equivalencies, and will notify the AEC to post credits to the student's academic record according to the approved Table of Equivalencies. AEC will notify the Director of Troy Abroad and the student upon the completion of this process. Troy Abroad will forward all *official* transcripts to the Troy Campus Records Office for archiving.

Upon approval of The Director of Troy Abroad, the grade for IDS 3300 courses may be assigned an IP ("In Progress") if the study abroad semester and/or submission of official transcripts extend beyond the duration of a Troy University 16-week semester. Once all official documents are received and verified with the pre-approved courses on Transfer of Credit Agreement and its Table of Equivalencies form, the study abroad courses will be posted to the student's record. IP ("In Progress") grade for IDS 3300 will be changed to P ("Pass") with attempted and completed hours changed to zero since IDS 3300 is used as a placeholder courses until all official transcripts are received and credits are posted (IDS 3300 grade corrections will be made by the TROY Campus Registrar's office).

## APPENDIX A

### EXAMPLE

**(Equivalencies with US credits hours vary according to the international institution, system of higher education, or country)**

#### **European Credit Transfer System –ECTS- (Most EC Countries) Credit Conversion**

*(Taken from the AACRAO Winter Institute presentation, Washington, D.C., February 13, 2012)*

One year, full-time ECTS = 60 credits = One year, full-time US semester credits = 30 credits

In addition to assessing grading comparability, another significant element to understanding the European Transfer Credit System is that of converting these ECTS credits to US semester hour credits. ECTS are predicated on a full load of 60 ECTS per year (30 per semester). When compared to the US semester hour full load of 15-18 per semester or 30-36 per year (excluding Summer terms), the natural inclination among US Admissions Officers and Credentials Analysts is to convert these credits using a ratio of 2:1. Indeed, a year or so prior to the dissolution of the National Council on the Evaluation of Foreign Educational Credentials, in March 2006, that body approved a comparability statement of precisely this ratio. European users of ECTS, on the other hand, point to the fact that the ECTS credit is an indicator of more than simple “seat time” or “contact hours”. Indeed, it is reflective of many other aspects of learning outcomes such as lab work, tutorials, study time, research efforts, etc. Therefore, simply cutting the ECTS credits in half to conform to US semester hour credits which are predicted on contact hours is misleading at best, unfair at worst. While it is true that the two measuring indices *do* reflect different pedagogical measurements, it should also be pointed out that the US Carnegie unit based on contact hours (45 contact hours=3 semester hours or 15:1 in lecture courses) also carries with it the understanding (or admonition) that for every ONE hour of in-class lecture, a student should spend THREE hours of outside preparation. This is generally feasible for US students where study facilities, large libraries with significant current holdings, the proliferation of personal computers, and sufficient per student financial resources exist to purchase required and even recommended texts enabling the outside preparation time to be truly qualitative study time contributing significantly to the overall learning outcome of the course pursued. ***EDGE therefore recommends the 2:1 ratio approved by the Council and followed by the majority of US Admissions Officers and International Credentials Analysts.***

*Please, see example below*

<b>Table of Equivalencies</b>			
Host Institution Name: <b>Ghent University</b>		<b>Troy University</b>	
Country: <b>Belgium</b>			
<b>Course</b>	<b>Credit/Hour (foreign institution)</b>	<b>Course</b>	<b>U.S. credit hours</b>
British Culture	3 ECTS	2275 Sociology	3
American Culture	3 ECTS		
Computer and Digital Methods	3 ECTS	2241 Computer Concepts	3
Internet Multi Mod.	3 ECTS		
Intensive Dutch	5 ECTS	FLN Elective	2.5
Project Arts	6 ECTS	1133 Visual Arts	2
		ART Elective	1