

STUDY

ABROAD

Information for Study Abroad Department Reviewers



Full Process for Study Abroad Credit Transfer:

1. Student chooses a study abroad program and courses they are interested in taking.
2. Student submits a Credit Request Form to have courses reviewed by an academic department (link to this form is found at the bottom of [this page](#)). All General Education credit requests should be reviewed by SAO.
3. An email is sent to the identified Department Reviewer.
4. The Department Reviewer evaluates each course and submits the Credit Approval Form.
5. The Study Abroad Office receives the Credit Approval Form and adds this to the student's file.
6. Once ALL approvals from ALL departments are received and the international transcript has arrived, the Credit Transfer Specialist will create a Credit Report to send to the Registrar's Office, Academic Advising, and any necessary Professional Schools.

Why do some students submit Credit Request Forms before they have gone abroad?

Students can submit their Credit Request Forms before, during, or after they study abroad. Often, students will need to know ahead of time whether or not they will be able to earn a certain type of credit before making a decision to go abroad.

Some departments will only approve courses ahead of time informally via email, giving the student specific requirements that must be met in order to receive the type of credit they request. It is up to each department to decide what process will work best for them.

Expected Timeframe for Reviewing Requests:

Student Submits Credit Request Before Going Abroad or While Abroad: If a student submits a Credit Request Form before or during their time abroad, it is suggested that Department Reviewer provides an approval decision within 2 to 4 weeks of the Credit Request Form submission. This is not a requirement, as the student may not have provided you with enough information about the course in order for you to evaluate it. If this is the case, please reach out to the student to inform them of your pending approval decision, and give them directions for how to proceed once they return back to UNC.

Student Submits Credit Request After Going Abroad: If a student submits a Credit Request Form after going abroad, please respond with a course approval decision within 2 to 4 weeks of the Credit Request submission. At this point in time, the student should be able to provide you with enough information for you to make a decision about the course and whether it meets the departmental requirements.

STUDY ABROAD OFFICE

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Questions to ask Yourself and your Department:

- Are you familiar with what Majors and Minors are included in your department?
 - Are there different people who approve for the different Majors and Minors in the department?
- Are you familiar with the curriculum/courses offered in your department?
 - Do you have access to your departments' syllabi?
- What constitutes a course being considered a 100, 200, 300, 400, 500, 600, etc. level course?
- Is there a writing requirement or equivalent amount of work requirement?
 - Ex. UNC General Education Courses require:
 - 2/3rds of the course content covers that particular Gen Ed subject (World Before 1750-WB, 2/3rds of the course must focus on history prior to 1750)
 - 2000 words of writing or an equivalent amount of work (presentations, portfolios, etc.)
 - Final Assessment (final essay, final exam, final research paper, final presentation, etc.)

Who to Ask for Help:

1. If possible, ask the previous person who held this role. They can be an excellent resource and can provide some guidelines for reviewing courses for your department as well as provide insight into unique student situations.
2. Ask a Faculty Advisor in your department. Often times there is a faculty member who also serves as an Academic Advisor. These individuals are very familiar with the graduation requirements for the Majors and Minors in the department.
3. Ask the Department Chair. This individual may have the information you are seeking or will have suggestions for who to ask next.
4. Ask the Office of Undergraduate Curricula. This office assists with transfer course reviews and provides support for each department's DUS.
 - The Curriculum Director for Undergraduate Curricula is an excellent person to talk to in case you need clarification on university-based curriculum policies.
5. Ask a Credit Transfer Specialist in the Study Abroad Office. Our office is happy to help you in any way possible!

Keep in Mind: University Policies

- 50% of courses taken for a Major or a Minor must be taken at UNC.
 - Transfer Credits and Study Abroad Credits (Non-UNC Faculty Courses) are considered to be taken outside of UNC.
 - Ex. A student has a 5 course Minor, this means only 2 Study Abroad Courses can be approved towards the Minor.
 - You can find this policy here: [UNC Academic Catalog](#), under the degree requirements tab
- 50% of courses in a Major must be exclusive to the Major. The same applies to Minors.
 - Ex. For a 10 course Major, 5 of those courses cannot overlap with another Major or Minor.
 - You can find this policy here: [UNC Academic Catalog](#), under the degree requirements tab

Approval Revisions

- You may receive a Credit Request Form for a course you have already approved for a student. If this is the case, please reach out to the student to clarify why they have resubmitted this course
- If you do provide a revised approval, please identify this in the “Notes” section when you submit your new approval decision.
- Some Reasons for Revisions
 - The student has decided to drop, add, or switch their Major or Minor.
 - The student has changed their Requirement Term/Curriculum plan for their Major or Minor.
 - The Tar Heel Tracker codes were provided incorrectly to the Registrar’s Office either by the Academic Department or by the Study Abroad Office.

FAQs

Do students need to declare their Major/Minor before requesting credit?

Yes. Students must have declared the Major or Minor for which they are requesting credit. The Tar Heel tracker codes for that student’s academic plan will not exist if they have not declared the Major or Minor.

Can students take any program abroad to earn academic credit?

Students must attend either a UNC Study Abroad Approved Program or Apply for a Non-Approved program through the Study Abroad Office. The Study Abroad Office reviews program criteria to ensure that students have taken courses at a credible institution that meet the academic requirements of UNC.

How do students know if a course has been reviewed by an Academic Department?

Study Abroad Office and Students receive an email notification when a Department Reviewer submits a Credit Approval Form. Use the “Notes” section to clearly communicate the type of approval that has been given, or to explain why a request was not approved.

How long does it take for Study Abroad credits to transfer?

There is no set timeline. It can take 1 month to 1 year after a student studies abroad for their courses to be transferred back to UNC, depending on the a number of factors, including how long it takes the Study Abroad Office to receive the host institution transcript, how long it takes for all of a student’s courses to be reviewed, and how busy the Study Abroad and Registrar’s Offices are.

How do students earn Supplemental Education Credit?

Students who only have one Major must complete three 200-level or higher courses outside of their Major Department. Students may request this type of credit for their Study Abroad credits. Departments must determine if the course could fit within their department curricula if offered at UNC, and if that course would be identified as a 200 level or higher course.

How do Cross-Listed courses get approved?

This is up to the preference of the Academic Department. Scenario 1: Academic Department A is allowed to give Academic Department B permission to independently approve courses within the Academic Department A’s Majors and Minors. Scenario 2: The course must be reviewed and approved by both Academic Departments.