

# STUDY ABROAD TRANSFER CREDIT FORM

(Read back side of sheet first)

SCHOOL CODE: \_\_\_\_\_ SA Office Use only

(Please print clearly)

<b>Name:</b> _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Last</span> <span>First</span> <span>MI</span> </div>	<b>Host Institution:</b> _____
<b>Email:</b> _____	<b>Host Country:</b> _____
<b>Phone:</b> _____	<b>Student ID:</b> _____
<b>Term Abroad:</b> (one form per semester)	<b>Major(s):</b> _____

<b>PLEASE PRINT LEGIBLY</b>	<b>ACADEMIC ADVISOR</b> _____ <b>EMAIL</b> _____
<b>1<sup>st</sup> THREE COLUMNS TO BE COMPLETED BY THE STUDENT</b>	1. Be sure to let the student know what they need to bring back from their study abroad such as syllabus, papers, exams, etc. 2. Make a copy of this form and keep it in the student's file.

Host Inst. Course No.	Host Inst. Course Title	No. of Credits	Equivalent course name at TTU	Course No.	No. of Credits	(1) Dept Chair Signature

I authorize these courses as an appropriate component of this student's academic program at Tennessee Tech University.	<b>"I understand my responsibilities as stated on the reverse side of this document: (Be sure to read the reverse side <u>BEFORE</u> signing.)"</b>
_____ (2) Academic Advisor's Signature <span style="float: right;">Date</span>	_____ (4) Student's Signature <span style="float: right;">Date</span>
_____ (3) Dean's Signature <span style="float: right;">Date</span>	Please turn in to the Study Abroad Office upon completion in Derryberry 434.

## REQUEST FOR TRANSFER CREDIT FORM

**\*\*Read this section *before* completing the form on the reverse side.\*\***

### INSTRUCTIONS:

1. Confirm with the Study Abroad Office that your Study Abroad/Foreign Institution is approved by TTU.
2. List all of the courses you might take abroad in the box on the reverse side. Always list about twice as many courses as you need. Not all courses are offered every semester and sometimes the classes are full so have alternate courses.
3. Attach course descriptions from the host institutions catalog or website.
4. Take this form and the course descriptions to your advisor(s). The majority of courses you take abroad must transfer to your major courses. You may not take all elective courses unless you need elective courses to fulfill your degree requirements. Your advisor can determine if a course can transfer to TTU to meet a requirement in your major/minor.)
5. When meeting with your advisor discuss how these courses will affect your degree progress and what courses you need to take upon your return to TTU. Have your academic advisor sign the form.
6. **RETURN THE COMPLETED FORM TO THE STUDY ABROAD OFFICE.**
7. *Please make a copy for yourself and take it with you when you go abroad.*
8. After completing your courses abroad, make a request that your transcript be sent to the address below.

### FAQ

#### ***How do the credits I earn abroad transfer to TTU?***

The credits that are transfer from your study abroad experience will transfer with a grade attached. It will look like a TA, TB, TC, etc. These grades would not be calculated into your overall GPA. However, they would count toward financial aid. The Financial aid office does use them to calculate financial aid eligibility. Here is a website that explains it more specifically: <https://www.tntech.edu/em/academic-services/gpa-faq>

Also, keep in mind that we use an online scale to determine what the equivalent grade is from school to school. In some schools if you get a B, it would count as an A here, so it really varies. Here is the website that we normally use: <http://www.foreigncredits.com/Resources/Grade-Conversion/>

#### ***What if I take a class not listed on the reverse side of this form?***

Be sure to take your academic advisor's email address with you so if you need to change classes you can contact your academic advisor for their approval. Copy their approval email to the Study Abroad Office, [studyabroad@tntech.edu](mailto:studyabroad@tntech.edu) and we will put a copy of the email with this form in your file. **If courses other than those listed are taken the University maintains the right to decide whether they are applicable to your degree program.**

#### ***Does completion of this form guarantee TTU credit?***

Completion of this form *does not* guarantee the acceptance of the transfer work by Tennessee Tech University, some courses require an evaluation upon return.

### SEND ALL FORMS TO:

**STUDY ABROAD OFFICE  
INTERNATIONAL EDUCATION  
1 William L. Jones Drive, Derryberry Hall 434  
P.O. BOX 5093  
COOKEVILLE, TN 38505  
PHONE: 931-372-3634  
EMAIL: [STUDYABROAD@TNTECH.EDU](mailto:STUDYABROAD@TNTECH.EDU)**