

## EDUCATION ABROAD TRANSFER CREDIT POLICIES FOR GRADUATE STUDENTS

Students who decide to participate in Education Abroad programs must understand and adhere to the following policies and procedures when transferring credits from the host (non-Texas State) institution back to Texas State.

- It is the student's responsibility to select courses offered at the host institution and submit the TCA form to their graduate advisor/doctoral program director (hereby referred to as “advisor”), The Graduate College, and Education Abroad for approval.
- Students will receive credits only for the courses approved through the TCA form.
- Students must complete a new TCA form and submit it their advisor, The Graduate College, and Education Abroad for approval **each time that a new course is considered**.
- Students should include a list of alternative courses approved prior to departure due to course availability at the host institution. (Texas State cannot guarantee that the courses selected by the student will be available at the host institution.)
- The TCA form completed prior to departure is not final. Students may make changes to their scheduled courses upon arrival at the host institution; however, if any courses are added, students must complete a new TCA form and obtain the necessary approvals.
- No refunds will be available for course schedule conflicts.
- A minimum of 15 classroom hours must be completed and reported to receive one semester hour of credit (15 class hours = 1 semester hour). Class hours are restricted to actual classroom instruction.
- Students should keep all documents (syllabi, course descriptions, tests, papers, etc.) from the program in case transfer credit evaluators have questions regarding the course work taken abroad. (Extracurricular activities will not be considered.)
- A minimum stay of two weeks is required for each three semester hours of credit.

Semester hours needed	Class hours required
3	45
4	60
3	90
8	120

- Texas State cannot guarantee credit upon return to Texas State for any courses taken that were not approved by the advisor and the graduate dean. If students decide to take a course that was not preapproved, students will risk not receiving credit for that course, which could delay course registration for the next semester, affect financial aid eligibility, and/or delay graduation.
- Transfer credits will be awarded based on The Graduate College’s transfer credit grading policy in the *Graduate Catalog*.
- Courses and grades will not appear on Texas State transcripts until an official transcript from the Education Abroad program/host institution is received and processed. Students should be aware some institutions could take months to issue a transcript.

- Students must request that the host institution sends an official transcript to Texas State as Texas State cannot request transcripts on students' behalf.
- Students should request at least two official transcripts, one for Texas State records, and one for the students' personal files. Students who have selected programs that are either under question or have been found to have insufficient academic quality and/or health and safety practices will not receive approval. Students who enroll in these programs will not be able to transfer credits.
- All course work on non-Texas Education Abroad programs is considered "transfer credit". Students must obtain approval from their advisor and the graduate dean to use course work for degree credit prior to going abroad. After completing the program, students must submit an official transcript to The Graduate College.