

## UNDERGRADUATE EDUCATION ABROAD TRANSFER CREDIT POLICIES

**The Transfer Credit Agreement (TCA)** form is required for all students who wish to participate in Education Abroad programs that will result in transferring credits. The information about different programs can be found at [www.educationabroad.txstate.edu](http://www.educationabroad.txstate.edu)

Students who decide to participate in Education Abroad programs must understand and adhere to the following policies and procedures regarding transferring credits:

### **General Requirements for all Education Abroad Programs:**

- It is the student's responsibility to select courses offered at the host institution and submit the TCA form to Texas State Education Abroad. The student will receive credits only for the courses approved through the TCA form. It is, therefore, the student's responsibility to complete a new TCA form and submit it to Education Abroad each time that a new course is considered.
- Since the number of transferred credits a student can apply to a degree at Texas State is limited and/or courses previously approved by TCA might not be available for the specific semester at a host institution, it is highly recommended that the student have a list of alternative courses approved prior to departure. Texas State cannot guarantee that the courses selected by the student will be available at the host institution.
- The Transfer Credit Agreement form completed prior to departure is not final. Students can make changes to their scheduled courses upon arrival at the host institution; however, if any courses are added, students must complete a new Transfer Credit Agreement Form and obtain the necessary approval.
- Note: 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 hrs = 1 semester hr). Class hours are restricted to actual classroom instruction.
- Students are encouraged to keep all documents (syllabi, course descriptions, tests, papers, etc.) from the program in case transfer credit evaluators have questions regarding the coursework taken abroad. Other activities such as field trips, family/ community interactions, etc., do not apply.
- 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
6	90
8	120
- Texas State cannot guarantee credit upon return to Texas State for any courses taken that were not pre-approved. If a student decides to take a course that was not pre-approved, the student will risk not receiving credit for that course, which might cause complications such as delaying course registration for the next semester, affecting financial aid eligibility, and/or delaying graduation.

- Students who apply to participate in an Education Abroad program in a country for which the U.S. Department of State has issued a Level 3 or 4 travel advisory will not receive approval from Texas State Education Abroad unless the student submits the required waiver form.
- 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. You are advised to contact Education Abroad for an updated list of programs under this status.
- The federal government requires that aid eligibility only be based on those courses that count toward the completion of the student's degree. To be considered a full-time student for financial aid purposes, undergraduate students must be enrolled in 12 credit hours per semester that will count toward their degree. To be eligible for most financial aid, students only need to be enrolled at least half-time 6 hours for undergraduates:  
<http://www.finaid.txstate.edu/undergraduate/eligibility.html>
- Courses and grades will not appear on Texas State transcripts until an official transcript from the Education Abroad program is received and processed. Be aware that in some institutions it takes a few months to issue a transcript. It is the student's responsibility to make sure that an official transcript is sent by the host institution to Texas State. Texas State cannot request transcripts on student's behalf.
- It is recommended that students request at least two official transcripts, one for Texas State records, and one for the student's personal files. Course work reported differently on the final transcript might not be awarded the same evaluation.
- Transcripts are usually issued using the grade system of the country where the institution is located. Texas State Undergraduate Admissions Office will convert grades to the American grading scale (A, B, C..), and those are the grades that will be posted on the student's Texas State transcript. The Admissions Office uses a table of conversion depending on the country of origin which may be found at <http://www.wes.org/gradeconversionguide/index.asp>

### **Non-Texas State programs/independent programs**

- Texas State Education Abroad is unable to provide advising for non- Texas State programs, and students must work independently with the program provider. Texas State cannot take responsibility for the academic quality of non-Texas State programs, nor does the University carry any liability for Texas State students who choose to participate in them.
- Coursework on non-Texas State courses is considered "transfer credit". After completing the program, an official transcript should be submitted to Education Abroad in order to request academic credits.
- Students must research the academic quality of their selected study abroad program, as well as their health and safety practices. Students are strongly advised to speak to former participants in order to verify the quality of the program and have realistic expectations. Contact the program provider and request contact information of previous participants.
- While participating in a non-Texas State/independent program during a long semester (fall or spring), students are **NOT** considered Texas State students; thus, students may not have access to some of the services provided by Texas State to matriculated students only.
- Students who enroll in non-Texas State Education Abroad programs are not eligible to receive financial aid through Texas State; however, they may apply for financial aid through the institution offering the program. Students are strongly encouraged to discuss their Education

Abroad plans and financial situation with the Texas State Financial Aid and Scholarships Office before they commit to any Education Abroad program.