13-14 Academic Credit and Study Abroad: How Do I... ?

Receive cultures credit for a course I took on study abroad?

1. Pick up yellow “Substitution Form” from Registrar’s office.

2. Complete the information at top and in the box.

3. Complete the “Cultures Requirement Worksheet” (in SA Handbook but also on the back of this memo!)

4. Turn in both the “Cultures Requirement Worksheet” and the “Substitution Form”, along with a copy of the course syllabus, to the CIP, attn: Margaret Wiedenhoeft.

5. Please allow up to one week to have your request reviewed.

Receive credit towards my major/minor/concentration for a course I took on study abroad?

1. Pick up a yellow “Substitution Form” from Registrar’s Office.

2. Complete the information at top and in the box.

3. Turn in the “Substitution Form” and be prepared to provide the course syllabus/description to the department chair in which you wish to receive credit.

Petition for a grade review for a grade I received on study abroad?

1. Requests for a grade review must be made in writing (email is okay) and accompanied by complete documentation from the course in question including syllabi, assignment sheets, reading lists, homework and other assignments. Grade appeals must follow the College’s standard change of grade procedure as outlined in the Catalogue.

2. Turn in request for Grade Review to Margaret Wiedenhoeft at mwieden@kzoo.edu

All academic work completed in the study abroad program is certified by the director of the Center for International Programs and the Registrar and recorded on the student’s Kalamazoo College academic transcript on the basis of examinations and reports supplied by supervisors and teachers abroad. Study abroad credits count toward graduation and may be used to satisfy Area of Study requirements. The distribution of credit toward the major, minor or concentration will be determined by the specific academic department. Credit distributions for other college graduation requirements are determined by the Registrar. Rev. Dec 2011