

# Request to Take Classes Elsewhere – Study Abroad



JOHNSON & WALES  
UNIVERSITY

- Each course will be reviewed for transferability to JWU.
- The following criteria must be met (any exceptions to criteria below will be determined by the Director of Academic Counseling or campus designee):
  - overall GPA above 2.00.
  - limited to completing 18.0 quarter-credits during your enrollment at JWU.
  - course credits from other institution must equate to JWU requested course credit.
- Previously approved TR credit will not be removed in order to make room for study abroad credit.
- For each approved course, you must receive a minimum grade of “C” (2.0 equivalent) in order for JWU to award transfer credit; additionally, the approved course(s) must be completed within one year of permission being granted. **Transfer credits are not calculated into the cumulative grade point average.**
- **Students are responsible for tuition and fees at JWU.**
  - There are financial aid implications if you participate in this program without JWU approval.
- Accelerating the completion of program requirements may negatively impact future enrollment (i.e. part-time enrollment during a future term); you are strongly advised to review course projections and to plan accordingly.

*Please print clearly and legibly*

## Your request:

Name: \_\_\_\_\_ Campus: \_\_\_\_\_ J# \_\_\_\_\_

Major: \_\_\_\_\_

Reason for request: Study Abroad planning Term: \_\_\_\_\_ Program Dates: \_\_\_\_\_

Name & address of school: Semester at Sea

Credits provided from the Institute for Shipboard Education through Colorado State University

	Requested course (# and title)	JWU Equivalency	JWU Requirement Satisfied	Approval
Choice 1:				<u>yes</u> <u>no</u>
Choice 2:				<u>yes</u> <u>no</u>
Choice 3:				<u>yes</u> <u>no</u>
Choice 4:				<u>yes</u> <u>no</u>
Choice 5:				<u>yes</u> <u>no</u>
Choice 6:				<u>yes</u> <u>no</u>
Choice 7:				<u>yes</u> <u>no</u>

## To submit your request:

- Attach a course description (printout or photocopy from website or catalog showing the URL/Link) for each course choice.
- Attach printout of webpage or email confirming the name of the institution issuing the transcript (International Only)
- Attach a print out of your degree audit.
- Make an appointment with an academic counselor/advisor
- Return your completed form, with your Academic Advisor/Counselor's signature in place, to Study Abroad.

<b>Your Signature:</b>		<b>Date:</b>	
<b>Phone Number:</b>		<b>Term:</b>	

*After your request has been reviewed, you will receive a notification to your e-mail account.*

## Administrative Use Only

Advisor/counselor signature: \_\_\_\_\_

Advisor/counselor name: \_\_\_\_\_

Approval results in graduation: \_\_\_\_\_ yes / no

Submission of transcript initiates a SAP review: \_\_\_\_\_ yes / no

GPA reviewed? \_\_\_\_\_ yes / no

Applicable to degree? \_\_\_\_\_ yes / no

Is request part of consortium agreement? \_\_\_\_\_ yes / no

Date Approved: \_\_\_\_\_

Attendance period (when class are being taken): \_\_\_\_\_

Accreditation reviewed? \_\_\_\_\_ yes / no

Exclusion of prior F/WF in course needed? \_\_\_\_\_ yes / no

Reviewed for residency \_\_\_\_\_ yes / no

☐ SPACMNT ☐ EMAIL STUDENT ☐ EMAIL GRAD ACCOUNT