It is your responsibility to familiarize yourself with these policies and procedures. If you do not follow these procedures, you may not receive full credit.

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3 Steps to Timely Credit Transfer

Course Approval Policies And Procedures: All courses taken abroad must be pre-approved to guarantee transfer credit.

Course Approval Contacts and Instructions 2015-16: [http://www.colby.edu/offcampus/students/how-to-apply/course-approval-course-load-and-academic-requirements-2/](http://www.colby.edu/offcampus/students/how-to-apply/course-approval-course-load-and-academic-requirements-2/)

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See policies & requirements for your department or program here: [See http://www.colby.edu/offcampus/students/pre-departure/](http://www.colby.edu/offcampus/students/pre-departure/)

Transmit all course information + approvals to the OCS office either by delivering the form to Eustis 103 or forwarding an email to offcamp@colby.edu.

Required Course Load:

- **Course Load - Credit Enrollment:** Students must register for a full course load, equivalent to 15-16 Colby credits per semester. Depending upon program, full enrollment could be as many as six courses per semester or as few as two. [Required Course Load for Programs/Universities with Variable Credit](http://www.colby.edu/offcampus/students/how-to-apply/course-approval-course-load-and-academic-requirements-2/)

- **Course selection:** Course selection should generally be made in consultation with your Colby academic advisor and OCS prior to departure. In some cases, this is not possible and course selections may change upon arrival in country. You should always notify OCS (offcamp@colby.edu)

- **Language requirement abroad:** When studying in a non-English speaking country, you must take at least one course each semester in the language of the host country for the duration of the program. This course may be either an academic subject course taught in the language of the country or an appropriate language/grammar course. This includes both languages taught at Colby and those that are not. In some programs, such as DIS (Denmark), the Danish language and culture course will be in addition to 4 other courses for a total of 5 courses.

- **Number of Credits:** For most programs you will receive, upon successful completion, the number of credits (or their U.S. equivalent) indicated on your OCS transcript, usually 15-16 Colby credits per semester.

- **Maximum credits:** You may transfer a maximum of 20 credits for a semester and 32 for a full year back to Colby. You may be granted more than 16 credits for work that exceeds the normal course load of the program, upon petition to the Registrar.
ACADEMIC REQUIREMENTS

Credit Requirements:

- **Pass/Fail:** You MAY NOT take a course on a pass/fail (or equivalent) basis unless this is the only grading option available for that particular course.
- **Audit:** No credit will be given for audited courses.
- **Repeat:** You will not receive credit for a class you have already taken at Colby.
- **Physical Education:** No credit will be given for physical education.
- **Grades transferred will be as they are on the OCS transcript.** In the case of non-US grades, they will be converted to US grades according to established conversion scales provided by the issuing institution.
- **Credit for internship:** International or domestic internship programs are encouraged, but to receive academic credit the internship must be non-paid, include considerable academic work, and not exceed 4 credit hours. It should be part of a credited study abroad program. Typically, an internship is one of four 4-credit courses. Please consult with OCS to ensure that your internship will receive credit.
- **Credit for courses in subjects not taught at Colby:** In the case of disciplines such as agriculture, archeology, architecture, business, engineering, law, or veterinary studies, please ask OCS for advice on approving these courses in advance.
- **Not all of the courses on an approved program will automatically be approved for all students.**
- **Academic rigor:** Please be aware that Colby may not approve full credit for certain courses taken abroad that do not meet Colby’s standards of academic rigor, even when these courses are marketed to you during your program orientation. For example, courses about sports or certain service-learning courses often do not qualify for full credit. When in doubt, please consult with OCS to ensure that your program qualifies for Jan Plan exemption and is not listed here, submit a program calendar to the OCS Office for review.
- **Jan Plan Credit:** Jan Plan credit for that year will be awarded in the case of
  1. Students who study off campus for a full academic year in 1 or 2 sites;
  2. A fall program which is in session through most of January;
  3. A spring program which is in session for most of January and whose total duration is at least eighteen weeks. Holidays and vacation periods are deducted from the 18 weeks.
- **Programs that qualify for exemption include:**
  - **Fall:** Hamilton in Paris (if Fall only), Wellesley in Aix, American University in Beirut. Some other programs in Spain and France which finish in January may also qualify; the student must provide the program’s academic calendar.
  - **Spring:** Arcadia in Granada, Colby in Salamanca (integrated and language programs), Columbia-Penn in Paris, EDUÇO, King’s College, Pitzer in Ecuador, Queen Mary- Univ of London, Royal Holloway, SOAS, University College London, University of Bristol, University of Cambridge, University of East Anglia, University of Edinburgh, University of Oxford, University of Sussex, University of the Arts- London, University of York, Washington University in Chile, Wellesley in Aix, VWW in Regensburg.

The exemption will be reflected on the Colby record at the completion of the program.

**Note:** If you believe that your program qualifies for Jan Plan exemption and is not listed here, submit a program calendar to the OCS Office for review.

Grades and Exams:

- **on a Colby program** (Salamanca, Dijon, St Petersburg, or Bigelow) will appear on your transcript and will count in your Colby GPA. This includes passing and non-passing grades. You may elect to take a course satisfactory/unsatisfactory prior to a specific deadline, which will be announced once you arrive on site. Resident directors of Colby programs submit the grades for students in their program directly to the Colby Registrar.
- **on a Non-Colby program** appear on your Colby transcript but do not figure into your Colby GPA. The policy of factoring grades earned on our own programs into the GPA, but not those of other institutions and providers, is quite standard among our peer institutions. It stems from the inherent impossibility of controlling the curricula, faculty and staff, course content, and grading practices of other institutions’ programs.
- **Minimum Grade:** Grades below a C- will not receive any credit but will appear on your Colby transcript.
- **You will receive credit only for those courses for which you receive a grade on your transcript (including internships, independent study, and research).**
- **Grade conversion:** Grades transferred will be as they are on the OCS transcript. In the case of non-US grades, they will be converted to US grades according to established conversion scales provided by the issuing institution.
- **Attendance and exam requirements:**

You are expected to attend classes regularly and to comply with all the requirements of your program. If you are studying at a foreign university or institution, you are required to take the regular final examinations for all courses in which you are enrolled, or to have an alternative assessment of your work if you are not allowed to take the final examinations. Otherwise, you will receive no Colby credit for the course. If you leave your program early or for extended periods of travel while classes are in session, the amount of credit you receive will be reduced. In extreme cases, you will receive no Colby credit for your period abroad.
ACADEMIC REQUIREMENTS

At the London School of Economics students must take exams in all courses and half-courses in which the student is enrolled. At other UK universities, degree exams must be taken except in the following situations:

• When graduating students do not sit an exam.
• When a student’s work is of high enough quality during the term to be excused from the exam using the same standards applied to the UK students receiving exemption.
• When a student joins a year-long course part way through the course. This situation would apply most frequently to spring semester students.
• When the degree exam covers materials not covered by the class taken by the student.

NOTE: Please take these exam policies into account as you plan your stay abroad. Students attending approved fall semester programs which continue into January should expect to stay into January to complete their courses and exams, unless there is an early start program in September.

3 Steps to Timely Credit Transfer:
Credits from OCS (and grades) will only appear on your Colby record once these steps are complete:

1. **Submit Your OCS Program Evaluation online.** Transcripts for non-Colby programs and grades for Colby programs will not be released to the registrar until student log-ins to the evaluation site have been documented.

2. **Official OCS Transcript from your program/university:** Have your OCS Transcript sent to the Colby Off-Campus Study office at 4500 Mayflower Hill, Waterville ME 04901. In some cases, the student must request it from the provider or university and indicate that it should be sent to Colby. (This may take 1-6 months depending on the country.)

3. **Apply or request Course Approvals for Major, Minor, Distribution or Distribution Credit.**