My Credit Abroad - MyCA
The University of Texas at Austin – Study Abroad Office

CREDIT POLICIES

Variable Hours

General departmental credit for coursework completed abroad is notated using the variable hour series. Using the Italian department as an example, the series usually* exists for both lower and upper division coursework as follows: ITL X19S (lower division) and ITL X29S (upper division), where “X” represents the credit value of the course, ranging from 1-9 semester hours.

Variable hours can also be combined with a specific UT course equivalent if the credit value of the foreign course exceeds that of the UT course. For example, if a foreign course, worth 5 semester hours, is equated to ITL 328, an additional two upper division variable hours will often be added to account for the remaining hours. The equivalency would then be notated as “ITL 328 + ITL 229S”. [NOTE: The upper division variable hour series, X29S, was used because the UT equivalent is upper division.]

*NOTE: Not all colleges and departments use variable hours. Please contact the Study Abroad Office to inquire about a specific area of study.

Grade and Credit Conversions

All grades and credits from foreign universities must be converted to the UT grading and credit scales. As of Fall 2009, undergraduate and graduate courses at UT are reported using the +/- grading scale. For details regarding UT’s use of +/- grading, refer to the University’s General Information Catalog. Credits at UT are expressed in US semester hours.

The Study Abroad Office has the authority and responsibility to convert all grades and credits earned on study abroad programs. Extensive research on foreign educational systems and best practices in international conversions has resulted in a set of standard grade and credit conversion formulas/charts that are used by the Study Abroad Office. Questions about the conversion of grades or credits should be directed to the Academic Records Coordinator in the SAO.

Pass/Fail Policies

Policies regarding pass/fail credit as established by the University, its colleges and schools, and the Office of International Admissions apply to all students studying abroad. In addition to these policies, the Study Abroad Office also imposes the following requirements.

Students on affiliated studies programs may not elect for any of their credit from abroad to be posted as Pass/Fail (see GIAC rule on transfer credit).

Students on reciprocal exchange programs must take all courses abroad for a letter grade. However, exchange students may elect for courses to be posted as pass/fail credit. The numbers of pass/fail courses allowed per semester or per degree are set by the student’s college or school. Study Abroad Advisors, when processing credit, will convert the foreign grade to the appropriate pass/fail status at UT. The University gives students through 60%
of the duration of the course to determine if they want to take a course for pass/fail credit. This amount of time is
likewise given to study abroad students. Students wishing to take a course pass/fail must inform his/her Study
Abroad Advisor in writing by the date marking 60% of course completion following the start of the academic
session (course start date) in the host country.

Special note: Individual colleges that independently manage their exchange programs (such as the Business School)
have established college specific pass/fail rules that may differ slightly from the policies presented herein (see BBA
Exchange Program Pass/Fail Policy).

**Full-load Minimum/Maximum**

*Minimum*
Any student participating in a study abroad program administered by the Study Abroad Office must ensure that
he/she maintains a minimum full-load of credits while abroad. The following chart shows the number of credits (in
semester hours) required for each term and level of study.

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<thead>
<tr>
<th></th>
<th>Long</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Undergraduate</strong></td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td><strong>Graduate</strong></td>
<td>9*</td>
<td>3</td>
</tr>
</tbody>
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*NOTE: Some select Graduate schools require more hours in long semesters.*

Because of differences in educational systems across the world, credit conversions of foreign courses may need to
be done to determine the equivalent of 12 semester hours at UT. Please see a Study Abroad Advisor for
assistance.

*Maximum*
Students going on Summer study abroad programs should be aware of maximum credit limits that may apply to
their particular programs. While the maximum number of credits allowed on summer programs may vary, the rule-
of-thumb is no more than 1 semester hour per week abroad. For example, an 8 week summer program will likely
have an 8 semester hour credit limit.

**Petitions to Fulfill Degree Requirements**

If a student is interested in finding out whether or not a course taken abroad can fulfill a specific degree
requirement at UT, that student should contact his/her departmental Academic Advisor. The Advisor will assist in
the completion of appropriate petition processes or other necessary steps. While Study Abroad Advisors may be
able to provide general advising on course selection, the specific degree applicability of study abroad coursework is
individual to each student and must be worked out with the departmental Academic Advisor.

**Grade Disputes**

Students that feel that the grades reported to the University are not indeed what they earned abroad must
challenge such matters by working directly with the overseas education institution. Neither Study Abroad Office
officials, nor study abroad professionals in colleges or departments, may change a student’s grade from what is
reported on the official grade report.
If a grade is changed or updated, an updated official transcript must be requested from the abroad institution before the new grade can be reflected on the student’s UT record.

**Course Evaluation or Grade Changes**

If a course evaluation or grade that has already been posted needs to be changed (ie, in the event of a re-evaluation of a course, receipt of an updated transcript from abroad, or an administrative error at the time of posting), such changes can be made ex post facto. The student would need to notify his/her Study Abroad Advisor, who will take appropriate action to request those changes.