**Explanation of Credit Processing**

Program Coordinators work collaboratively with students to ensure that all credit from an official UT Austin study abroad program applies directly to a student’s degree requirements. The information presented herein is intended to give students a clear picture of the credit processing procedures and the expectations placed on the student to ensure the processing.

Even though Program Coordinators will facilitate the credit processing, ultimately the responsibility lies with the student.

Students are responsible for:

- Providing their Program Coordinator with a list of potential courses he or she plans to take abroad, as well as syllabi/course descriptions (if available).
- Completing the Course Verification Form in the SAO Portal on the Away Menu (to be done from abroad)
- Completing the Course Description Form(s) (as necessary)

*Students participating on a BBA Exchange Programs click here for more detailed information.*

**HOW DO I BEGIN?**

Meet with your Program Coordinator the semester before you go abroad. Be sure to bring a copy of your degree audit, a list of potential courses you may take while abroad and descriptions or syllabi of these courses (if available) with you to this meeting. Your Program Coordinator will work with you and the UT department from which you are seeking credit to evaluate the foreign courses.

**WHAT DO I NEED TO DO UPON ARRIVAL IN MY HOST COUNTRY:**

**ONE: Course Verification Form**
When the student arrives in the host country and has successfully registered for a full course load – 12 hours semester / 6-9 hours summer – then the student must complete the Course Verification Form (download from MY SAO), have it signed by the on-site program director and mail or fax it back to your UT Program Coordinator. This step must be completed by the second week of courses at the institution overseas. 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, students wishing to take a course pass/fail must inform his/her Program Coordinator in writing by the date marking 60% of course completion following the start of the academic session (course start date) in the host country. The numbers of pass/fail courses allowed per semester or per degree are set by the student’s college or school.

**TWO: Course Syllabus and/or Course Description Form (Only for courses that have not been previously evaluated prior to departure.)**
Students must provide a syllabus in order to request an evaluation of a course. In the absence of a syllabus with sufficient information, students should complete a Course Description Form (download from MY SAO). The syllabus and/or Course Description Form should be mailed back to your UT Program Coordinator by the end of the first month of classes at the institution overseas.
HOW DO MY GRADES FROM OVERSEAS GET ON MY UT TRANSCRIPT?

**Affiliated Grades:** Credits from affiliated programs are posted by the Graduate and International Admissions Center (GIAC), to the transfer credit section of the official UT transcript. Courses and actual grades will appear. Students must make a C- or better for credit to be given. However, the grades do not compute into the official GPA. In most cases, grades recorded on transcripts from affiliates have already been converted from the foreign mark or grade to the American letter grade system.

**Reciprocal Exchange Grades:** Credit from exchange programs are posted by the Office of the Registrar to the official UT transcript. Courses and grades will appear. Grades compute into the official GPA. Transcripts from exchange universities are received by the Program Coordinator. The SAO, under authorization from the Provost, transcribes the grades from the foreign grading system to the UT letter grade system for each course taken abroad.

WHAT DO I NEED TO DO UPON RETURN TO UT AUSTIN

All students must see his or her Program Coordinator upon return to Austin. Coordinators will guide students on the process from this point forward. Once the official transcript from the program has been received the student should ensure that their credit will be posted to their official UT transcript within one long semester.

GRADUATION CONSIDERATIONS

**GRADUATION RESTRICTIONS:**
It is not always possible for a student to graduate the same semester they are abroad or the semester immediately upon return. This is because there will be a delay in UT receiving your transcript from your study abroad program in time for your abroad credit to be posted to your official UT academic record. Some UT colleges and schools require all abroad coursework to be posted to the student’s official academic record before submitting the Application for Graduation. If you are concerned about graduating during your semester abroad or the semester immediately following your return you should discuss this with both you Study Abroad Program Coordinator and an Academic Advisor in your college or school’s Dean’s Office.

We offer the chart below to help explain.

<table>
<thead>
<tr>
<th>Semester Abroad</th>
<th>Transcript Arrives at UT</th>
<th>Application for Graduation Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Mid February – early April</td>
<td>mid March – early April (for Spring graduation)</td>
</tr>
<tr>
<td>Spring</td>
<td>Late summer – early fall</td>
<td>mid July (for Summer graduation)</td>
</tr>
<tr>
<td>Summer</td>
<td>Early fall</td>
<td>mid October – early Nov. (for Fall graduation)</td>
</tr>
</tbody>
</table>

Due to this policy we strongly encourage students who study abroad their last semester at UT to review the procedure for In Absentia Graduation/Registration with an advisor in their Dean’s office.

Study Abroad Office  Back to MY SAO  Last updated September 21, 2012