

Spanish Department Transfer of Credit Guidelines

STUDY ABROAD

One year or more before planned period abroad:

Students seeking advice regarding study programs abroad should first meet with staff in the Office of Intercultural Learning (IL) located in the Prothro Building room 232 or 236.

- Students should begin working with IL staff at least **two semesters** before a semester-long study abroad program, and at the latest in the fall semester before a summer study abroad program. You are required to meet with IL office staff before turning in an application. Application forms and deadlines can be found [here](#). You will also need prior approval from the Spanish department chair in addition to the meeting with IL.

The semester before departure:

Once you know the program and the courses you plan to take, please do the following:

1. Fill in Spanish department [transfer of credit form](#) prior to requesting a meeting with the Chair of the Spanish department. **Keep in mind that the department only gives credit for classes whose course descriptions and content resemble courses in our department, so typically literature, cinema, linguistics and culture.** Please see the [list of classes](#) and descriptions in the course catalog.
2. Email the [chair](#) of the Spanish Department to make an appointment.
3. At the meeting, bring your completed transfer of credit form and also provide syllabi for all classes that you are planning to take, if available. If not available, you will need to bring syllabi back from your semester abroad or email them to the department chair.

Study abroad program requirements:

- For students wanting to complete some or all of the **language requirement** abroad, we encourage you to apply for the SU Intermediate summer [program](#), that typically rotates between Spain and Argentina. If you are unable to attend the SU program, you should consult with IL staff to find programs that meet the following requirements:
 - o For one class, the program must last at least 4 weeks with a minimum of 60 contact hours.
 - o For two classes, the program must last at least 8 weeks with a minimum of 120 contact hours.
 - o All programs must meet those minimum lengths and also must be approved by the chair of the Spanish department.
- For students wanting to take **upper-level Spanish courses** abroad, we encourage you to apply for the SU Advanced summer [program](#), that typically rotates between Spain and Argentina. If that program does not meet your needs, you should consult with IL staff to find programs that meet the following requirements:
 - o For semester-long study abroad programs, students may transfer in a maximum of three courses for Spanish credit.
 - o For summer study abroad programs, students may transfer in one course per 4 weeks/15 contact hours per credit.
 - o All courses must be taught in Spanish. We do not grant Spanish major/minor credit for subject courses taught in English abroad.
 - o In cases where classes abroad for which the student received prior approval are canceled, it is the responsibility of the student to notify the Spanish Department as

soon as possible, explain the situation, and offer information for possible replacement courses.

- Students must work with the IL office and Spanish department chair to complete the credit transfer process as soon as possible after their return to Southwestern University. A signature from the Spanish Department chair is required for completion of this form.

TRANSFER OF CREDIT FROM ACCREDITED COLLEGES AND UNIVERSITIES IN THE U.S.

- Transfer of credit for courses **not** taken in the study abroad setting need to follow the SU policies for acceptance of external academic credit found [here](#).

TX common course number	TX common course title	SU equivalent course	SU equivalent title
SPAN 1411	Beginning Spanish I	SPA 15-144	Spanish 1
SPAN 1412	Beginning Spanish II	SPA 15-154	Spanish 2
SPAN 2311	Intermediate Spanish I	SPA 15-164	Spanish 3

- Please notice the Pre-approved transfer credit list under [Pre-approved tables of credit](#) as it includes the Texas Common Course Numbers.