SMITH COLLEGE

Office for International Study

Conditions Governing Approval of Study Abroad

Maintaining your eligibility

Permission to study abroad for Smith College credit is granted on the condition that you maintain good standing in student conduct matters; that you maintain your academic eligibility in the semester preceding study abroad (3.0 cumulative grade point average and minimum 2.0 grade point average for the semester independent of cumulative g.p.a.); have no credit shortage on your academic record at the time of your participation in study abroad, that there are no incomplete grades on your record as of June 1 of this year; and that you meet any additional conditions placed on your acceptance by the Office for International Study. *Please note that academic good standing for study abroad purposes entails completing all coursework for the semester (students who need extensions beyond mid-January or the end of June will have their study abroad approval withdrawn).*

Approval for specified Smith-approved program(s) only

Study abroad credit will only be accepted from the institutions for which you have been granted approval in the accompanying letter (*e.g.*, if approved the U. Cape Town through CIEE, credit will only be accepted from CIEE and not for direct enrollment at U. Cape Town). You must study under Smith auspices (paying Smith's comprehensive fee and receiving Smith aid if eligible) in order to receive Smith credit for work abroad.

Notes about course approval and transfer credit

Credit for pre-approved courses

While the courses you have proposed have been deemed by your advisers and the Office for International Study to be acceptable for transfer credit, your work for any internship-related course or Independent Study Project to be counted toward your major (as well as any other course specified in the accompanying letter) must be reviewed by a Smith faculty member in the appropriate discipline before credit can be awarded. In addition, amounts of transfer credit may be constrained by the same limits and restrictions that affect course work completed at Smith (e.g. limits on ESS and performance credits). Please review carefully the rules governing transfer credit below.

Gaining approval for other courses once you are abroad

We recognize that adjustments to your Plan of Study may be required when you register for courses abroad. Ensuring that any new courses abroad are approved by Smith is your responsibility. If you must alter your course program, send (by email or fax) your new course descriptions to the Office for International Study for updated approval. If you wish to receive credit in your major for any course not included in your original plan, you must correspond with your major adviser to ascertain whether the new course(s) will receive major credit.

Maximum transfer credit

Only in exceptional cases and with the documented permission of both the Office for International Study and the host country academic advisor, may students take more than a full course load. The credit transfer maximum for approved overloads is 20 credits per semester. Payment of additional charges for academic overloads is the student's responsibility.

Transcripts

To avoid credit difficulties in your senior year, you *must formally request* that your study abroad program send an official transcript of your work abroad to the **Office for International Study, Smith College, Northampton, MA 01063**. Your transcript will not be sent without your request, and Smith cannot request a transcript for you.