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## STUDY ABROAD TRANSFER OF CREDIT (SATC) FORM AND INSTRUCTIONS

Students are encouraged to design their study abroad and overall course plan in advance, in close consultation with their academic advisor(s). **All** students must complete a Study Abroad Transfer of Credit (SATC) Form for **each** term abroad prior to their departure, meet with their advisor/departmental representatives in person to discuss course offerings/approvals, and upload the completed/signed form to their study abroad account in the CMU [Study Abroad Portal](#).

### COURSE APPROVAL INSTRUCTIONS

Students studying abroad during the fall or spring semesters are required to maintain full-time student status and be registered for the equivalent of at least 36 units while abroad. Therefore, students **must receive approval for at least 36 units** on their SATC Form, even if courses are tentative and not finalized until abroad. Students should contact departmental representatives directly about approving study abroad courses. A list of contacts may be found at <https://www.cmu.edu/studyabroad/before-you-go/transfer-credit/department-contacts.html>.

Students should provide advisors/departmental representatives with course descriptions and/or syllabi for each course being reviewed for approval. Course Number & Course Title should be completed by the student. All other sections should be completed by the academic advisor or departmental representative. A signature is required for each course (electronic signatures are preferred). The signature verifies that the course credit will be transferred for the CMU course equivalent noted, provided that the grade in the course abroad is a U.S. equivalent "C" or higher with the following exceptions: U.S. equivalent "B" or higher for Economics and Math courses. Study abroad courses must be taken for a letter grade, not as pass/fail; however, letter grades received abroad are not factored into a student's QPA at Carnegie Mellon. Only the course name and number of units will be transferred.

- **Courses toward a major/minor should be reviewed by the major/minor advisor**
- **Courses toward general education requirements should be reviewed by the college/program advisor**
- **All language courses (regardless of what they count toward at CMU) must be reviewed and approved by the Department of Modern Languages and must be taken at an institution that issues a transcript**

### UPDATING COURSE APPROVALS

If students make **any** changes to their course registration while abroad, it is the student's responsibility to complete a Follow-up SATC Form to have any new courses approved by their advisors. Students must then upload the completed/updated form to their study abroad account in the CMU [Study Abroad Portal](#).

### RECEIVING ACADEMIC CREDIT

All study abroad transcripts must be sent directly from the host institution or program provider to the CMU **University Registrar's Office (URO)**. When the transcript is received by the URO, a copy is sent to the student's Associate Dean's office for distribution. Academic departments will then assess credit and add the course title and number of units, but not the grade received abroad, to the student's Carnegie Mellon academic record. The Office of International Education (OIE) does not receive or retain any copies of study abroad transcripts.