

## GUIDELINES IN THE COLLEGE OF ARTS & LETTERS FOR COURSES TAKEN ON OIS PROGRAMS

Study abroad courses taken through OIS-administered programs are usually accepted as Notre Dame credits and factored into the student's GPA. OIS reports course enrollment and grades for study abroad courses to The Registrar's Office, which records courses and grades on the student transcript and is responsible for recording new courses and attributes in the official website listing.

Students are expected to take a minimum of 15 credits while abroad. Generally, in determining the number of credits allocated to a course in a direct enrollment program, OIS will look at its proportion in the full time (15 ND credit) curriculum of a student at the host university. In the case of ECTS (European Credit Transfer System) the translation will be 2 ECTS = 1 ND credit, with the exception, agreed upon by specific College working deans, the ND Registrar and OIS in October of 2006, that 5 ECTS = 3 credits. (This may be revisited in the future.)

### **Course Approval Process**

1. Students must seek pre-approval for classes taken abroad from the appropriate departments.
2. Departments assign course numbers with the exception of courses that have no departmental "home" (e.g., interdisciplinary classes).
3. In cases where a department approves a course and assigns a number, the department will determine whether the course meets a major or minor requirement.
4. A department designates attributes for major or minor requirements according to departmental guidelines.
5. The appropriate Core Curriculum Committee will determine whether or not a course meets a university requirement. Core Curriculum Committees designate attributes for all university requirements.
6. If a student has not received pre-approval for a particular class, the student may or may not receive credit for the class. Acceptance of credit is not guaranteed. For any class that has not been pre-approved the student should be certain that the course at a given study abroad program meets the standards of any three-credit class at Notre Dame. The adequacy of all courses will be based on the following criteria: (a) amount of reading, (b) number and quality of writing assignments, (c) number of contact hours, (d) relevancy to a course of study offered at Notre Dame. Students may NOT take a course that is a repeat or equivalent of a course taken at Notre Dame.
7. If a department does not assign a number for a course, the deans will decide whether to grant credit and assign a number. If credit is granted, the deans will also determine how much credit.