



Academic credit and study abroad: *how do I...*

A. Receive cultures credit for a course I took on study abroad?

- 1) Pick up yellow “Substitution Form” from Registrar’s office.
- 2) Complete the information at top and in the box.
- 3) Complete the “Cultures Requirement Worksheet” (in SA Handbook but also on the back of this memo!)
- 4) Turn in both the “Cultures Requirement Worksheet” and the “Substitution Form”, along with a copy of the course syllabus, to the CIP, attn: Margaret Wiedenhoef.
- 5) Please allow up to one week to have your request reviewed.

B. Receive credit for an AOS NS (Natural Science), CE (Creative Expression), or QR: (Quantitative Reasoning)?

- 1) Pick up a yellow “Substitution Form” from Registrar’s office
- 2) Complete the information at top and in box.
- 3) Turn in the “Substitution Form” with the appropriate department chair’s signature. Be prepared to provide the course syllabus/description to the department chair for review.

C. Receive credit for an AOS FA, Lit, History, Math, Social Science, Philosophy or Religion?

- 1) These courses typically apply/count without any special approvals, although occasionally department approval is required. Notify the Registrar’s Office if the audit you receive does not properly apply your study abroad units to any of these requirements and you will be advised accordingly. Note that Art, Music or Theatre may count for AOS History or Creative Expression; however, the computerized system does not always know which requirement to apply the course. A quick visit to the Registrar’s Office for clarification is all that is needed. The course may either apply with no forms required, or you may be referred to Step B above.

D. Receive credit towards my major/minor/concentration for a course I took on study abroad?

- 1) Pick up a yellow “Substitution Form” from Registrar’s Office.
- 2) Complete the information at top and in the box.
- 3) Turn in the “Substitution Form” and be prepared to provide the course syllabus/description to the department chair in which you wish to receive credit.

E. Petition for a grade review for a grade I received on study abroad?

- 1) Requests for a grade review must be made in writing (email is okay) and accompanied by complete documentation from the course in question including syllabi, assignment sheets, reading lists, homework and other assignments. Grade appeals must follow the College’s standard change of grade procedure as outlined in the Catalogue.
- 2) Turn in request for Grade Review to Margaret Wiedenhoef at mwieden@kzoo.edu

All academic work completed in the study abroad program is certified by the director of the Center for International Programs and the Registrar and recorded on the student’s Kalamazoo College academic transcript on the basis of examinations and reports supplied by supervisors and teachers abroad. Study abroad credits count toward graduation and may be used to satisfy Area of Study requirements. The distribution of credit toward the major, minor or concentration will be determined by the specific academic department. Credit distributions for other college graduation requirements are determined by the Registrar.



Cultures Requirement Worksheet



Some study abroad programs already have designated courses that will fulfill the cultures requirement. Students may also request for a course to be considered to fulfill the cultures requirement. Note, the course must be related to the culture of the study abroad site in order to be considered. The following is a worksheet for students wishing to use a study abroad course to satisfy the College's Cultures requirement: On a separate page(s), please fill in this information and respond to the questions. Submit the worksheet and attachments to the Director of the CIP for approval upon return to campus.



Part 1.

In what discipline was the course offered?



What was the subject matter covered in the course? (Give a brief synopsis of the course and attach a copy of the course syllabus. If no syllabus was distributed, then recreate a detailed syllabus from your notes.)



Describe how the course discipline and subject matter are means of studying culture. What theories, definitions, etc. of culture were used in the course?



Part 2.

Describe how the subject matter of the course relates to the larger culture using such categories as family, state, and ultimate meanings.



Part 3. (only if the course dealt with historical topics)

Describe how the relationship(s) between the historical subject matter of the course and the larger cultural issues in the past can be used to explain issues in contemporary culture.



Part 4.

Describe how at least three aspects culture studied in the course are comparable to and/or different from your own culture.



Part 5.

Describe how the particular tools, theories and strategies employed in the course can be used to analyze your own culture. What have you learned about your own culture using these tools? Provide several concrete examples.



Conclusion.

On the basis of what you have learned in this course, offer your own definition of culture. What theories of culture are you drawing on in your definition? How does your definition relate to the culture of the country in which you studied? How does your definition relate to your own culture?

