

Chapman University

University of the Registrar Independent Study Abroad Student Information

Chapman policies listed below to consider before studying abroad independently:

- Studying abroad independently is considered transfer credit
- Prior approval of any attempted study abroad coursework is required prior to departure
 - Requests for transfer credit must be sent to articulation@chapman.edu
 - Student must provide host institution name
 - What semester/term are they are studying abroad
 - Where they want the courses to apply toward?
 - major/minor/themed inquiry/GE
 - Provide courses students intend on taking and include syllabus or a course description, syllabus preferred when available. Include direct links to course information
 - GE course approvals require [Undergraduate Petition Form](#) & [Transfer/Study Abroad Course Petition form](#)
 - Registrar's office cannot guarantee credit/level of study abroad work until official transcript is received by Registrar's office
 - Student is responsible for ordering official transcript to be sent to Chapman University, Attn: Office of the University Registrar, One University Drive, Orange, CA 92866
 - Transcript must be translated to English
 - Please note that it may take 90 days after the end date of program for a transcript to be available to be sent to Chapman University
- Major/minor/themed inquiry approvals may require additional department approval
- Internships abroad are not approved for transfer credit
- A maximum of 24 semester credits is allowed to be transferred once student has started at Chapman
 - Students must be aware of credit conversion back to U.S. semester credit
 - Minimum C- grade required (or higher grade may be required for specific major/minor)
 - All courses must be taken for a letter grade
 - Pass/fail will not be accepted
 - Student must be aware of grade conversion back to U.S. grading scale
- Study abroad work must be posted on either a regionally accredited institution or an institution that is recognized by the ministry of education
- Credit from third party providers, language institutes, and non-recognized institutions are NOT accepted
- Students who study abroad for a semester independently and earn full-time transfer credits are eligible to waive the Global Study GE.
- Undergraduate students are not required to submit a formal leave from Chapman. Students are eligible to take up to 4 consecutive semesters off and still return as active students. Registration appointments at Chapman will still be made for future semesters if a student decides to study abroad independently.