

January/Summer Study Away Checklist:
Seeking Credit for non-Macalester Programs

Students may choose to participate in January and/or summer programs at any point in their Macalester career. January and summer program applications are not reviewed by the Study Away Review Committee (SARC) for pre-approval for credit, but students are strongly encouraged to notify the Center for Study Away of such study away plans.

While academic credit cannot be officially pre-approved, below are steps to follow to ensure your program participation is credit-eligible:

- ❑ **Check the dates:** ensure the program does not present an irresolvable conflict with Macalester's academic calendar.
- ❑ **Review the security policy:** Please visit the U.S. Department of State Website to see a list of countries and their current [Travel Advisories](#). If your desired study away country or area is a level 3 or 4 travel advisory, please visit the [Travel Warnings and Program Approval](#) webpage for more information and contact the Center for Study Away to learn more about the travel approval review process.
- ❑ Review the following **registrar policies** and tips:
 - ❑ **Transfer credit:** Credit for non-Macalester January and summer programs are added to the student's Macalester transcript as transfer credit from that college or program. Grades are not factored into the Macalester grade point average. There is no limit on credit with this exception: 2-credit limit for HECUA January programs.
 - ❑ **Transfer credit limits:** review your transfer credit balance; no more than 64 transfer credits may count towards the 128 required for graduation.
 - ❑ **Accreditation:** The program (1) is offered by a U.S. or international accredited, degree-granting institution of higher education; or (2) issues transcripts through a U.S. or international accredited, degree-granting institution, or has a special credit-granting relationship with Macalester (e.g. CIEE, DIS, HECUA, IES, etc.).
 - ❑ Make sure an **official transcript** is sent by the program/school directly to the Registrar: (Macalester Registrar, 1600 Grand Ave., St. Paul MN 55105, USA)
 - ❑ **Liberal Arts:** Courses should be similar to what's offered at Macalester. Check with the registrar if you have doubts.
 - ❑ **Grades:** Must be C- or higher for credit to be accepted.
 - ❑ Credits earned may fulfill **distribution requirements**, please see the registrar if you would like to review specific coursework in advance.
- ❑ Review the following tips for fulfilling **major/minor/concentration** requirements:
 - ❑ Fulfillment of major/minor/concentration requirements is at the discretion of the department chair or concentration director.
 - ❑ If possible, review coursework syllabi with Dept. Chair or Concentration Director prior to program enrollment.
 - ❑ Follow-up upon return to confirm major/minor/concentration credit.

For further advice please contact the Registrar (registrar@macalester.edu) or the Center for Study Away, (studyaway@macalester.edu).