

# The American Junior Year at Heidelberg University

Heidelberg College 310 E. Market Street Tiffin, OH 44883-2434  
Phone: (419) 448-2207 Fax: (419) 448-2209 Email: [ajy@heidelberg.edu](mailto:ajy@heidelberg.edu)

## *Transfer Credit Approval Form*

Make an appointment with the appropriate official at your school (Director of Study Abroad, Registrar, Dean, etc.) and discuss the issues below and other pertinent questions you might have. Request that the official complete and sign this form and return it to the address listed above.

Student's Name \_\_\_\_\_

### I. *Information on course selection*

- A. The University of Heidelberg course catalog is not published until late September for the fall term, late March for the spring term. An overview of course offerings for the coming semester will therefore not be available prior to the student's departure.
- B. Students will be able to discuss their course selection with you via e-mail before the start of the University semester in October or in April.
- C. Descriptions of courses previously taken by AJY students can be found in the Course Description Booklet on the AJY website [www.heidelberg.edu/ajy](http://www.heidelberg.edu/ajy).

### II. *Certification*

- A. The above named student is in good standing at this institution and has permission to participate in the American Junior Year at Heidelberg University.  
Credit will \_\_\_ will not \_\_\_ be accepted in transfer subject to the following conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- B. Credit will be transferred back to the home campus (please check one):

\_\_\_ with grades as listed on the Heidelberg College transcript which will be calculated into the student's cumulative GPA.  
\_\_\_ as equivalent credit (for courses completed with a grade of "C" or better). Grades will not affect the home campus cumulative GPA.  
\_\_\_ other (Please explain.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- D. The AJY program offers students the possibility of applying for 3-credit internships.  
Is an internship requiring 120 hours of work, an evaluation by the internship supervisor, and a journal of 8-10 pages in German acceptable for credit at your institution?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### III. *The transcript for the above named student should be sent to the following person/office:*

Name \_\_\_\_\_  
 Title/Office \_\_\_\_\_  
 College/University \_\_\_\_\_  
 Address \_\_\_\_\_  
 Address \_\_\_\_\_

Note: A second copy of the transcript, if requested, will be sent to the student.

IV. *Additional transfer credit issues you may wish to discuss with the above-mentioned student:*

1. Will your college or university accept semester hours credit? How are they converted to the system in use at your school, whether that is quarter hours, semester hours or course units?
2. Although there are many exceptions, the normal unit of credit at the University of Heidelberg is a two-hour (two semester credit hour) course. How will this be treated by your institution? Can two related courses be combined? Would you recommend to the student to upgrade the credit level for a course by doing extra credit work, when this is possible? Or does your institution not require a direct course-to-course equivalency, allowing the student more flexibility?
3. Can courses taken at the University of Heidelberg count toward fulfillment of general distribution requirements or major and minor requirements? What conditions apply?
4. Does the student need to secure a leave of absence from your institution? How can s/he arrange this?
5. When in Heidelberg, how can the student best deal with details of course registration, housing registration, and the like for the term when s/he plans to return to your campus? Can this be done online? Which offices on campus will need to be contacted?

Thank you for taking the time to complete this form. If you have any questions about the academic policies of the American Junior Year program, please feel free to contact the Resident Director, Brian H. Tracy, Ph.D. at [y83@ix.urz.uni-heidelberg.de](mailto:y83@ix.urz.uni-heidelberg.de).

\_\_\_\_\_  
 Date                      Signature  
 \_\_\_\_\_  
 Name (printed)  
 \_\_\_\_\_  
 Title  
 \_\_\_\_\_  
 Office / Department  
 \_\_\_\_\_  
 College or University

\_\_\_\_\_  
 Address  
 \_\_\_\_\_  
 Address  
 \_\_\_\_\_  
 Telephone  
 \_\_\_\_\_  
 Fax  
 \_\_\_\_\_  
 E-mail address