

How to Complete the Credit Transfer Form

1. **Top section:**
 - a. Fill in your student information
2. **Middle section:**
 - a. “**Course #**”: write the course code/name of the course Abroad (ex. “Spanish in Madrid”)
 - b. “**SHU Equivalent**”: write the SHU Course Code it was approved for (ex. SPAN1001)
 - c. “**Title**”: write the course name of the SHU course (ex. Elementary Spanish)
3. **Bottom section: (Complete A to G in order)**
 - a. “**Student, Box 1**”: Your Signature
 - b. “**Academic Advisor, Box 2**”: Academic Advisor’s signature (*Sometimes is the Student Chair too*)
 - c. “**Student Chair, Box 3**”: Chair of your department’s signature (*They may also sign for sections 4, 7, 10, 11 & 12 if the courses are in their departments*)
 - d. “**Course Equivalent Chair, Boxes 4, 7, 10, 11 & 12**”: The chair of the department’s signature, that matches the course you recorded in the middle section
 - e. “**Dean of Student’s College, Box 5**”: Associate Dean’s signature
 - f. “**Director of OIP, Box 6**”: Submit this form to OIP & it will be signed by the Director of OIP
 - g. “**Enrollment Services, Boxes 8 & 9**”: OIP will send it to the Office of the Registrar on your behalf

Most Common Department Chairs, Deans, and Secretaries:

School of Diplomacy & International Relations

Dean, Dept. Chair & Advisor: Assoc. Dean Ursula Sanjamino
973-313-6210; Ursula.sanjamino@shu.edu

College of Communications

Dept. Chair: Dena Levine
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Corrigan Hall; Music Room

College of Arts & Sciences

Associate Dean: Christopher Kaiser
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Fahy Hall; Rm 130

Modern Languages Chair:
Dr. Diana Alvarez Amell
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Psychology Chair: Dr. Kelly Goedert
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Political Sciences Chair:
Dr. Michael Taylor
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Stillman School of Business

Assoc. Dean: Mark Schild
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Marketing Dept. Chair: Daniel Ladik
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Management Dept. Chair: Paula Alexander
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Economics Dept. Chair: Dr. Henry Amoroso
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Accounting Dept. Chair: Dr. Mark Holtzman
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Exchange Programs: Dr. Hector Lozada-Vega
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