

## Transferring Credits:

**Study Abroad.** If you participated in study abroad, and now would like to transfer your credits, please print out and complete the Degree Audit Substitution Request (<http://tulane.edu/sse/psyc/academics/undergraduate/upload/Degree-Audit-Substitution.pdf>). Please staple a copy of this document to a printed copy of your syllabus and submit it to Dr. Beth Wee for approval. Once she signs your form, you will be able to pick it up in the main office of the Department of Psychology (2007 Stern) and take it to your Newcomb-Tulane College academic advisor for final approval. Please contact Dr. Wee, [bwee@tulane.edu](mailto:bwee@tulane.edu), with questions.

**Courses taken at other universities in the United States.** If you would like to transfer credits from another university in the United States, please see your Newcomb-Tulane College academic advisor to obtain a Transfer Credit Approval Form. There is more information about the process here: [http://tulane.edu/advising/transfer\\_credit.cfm](http://tulane.edu/advising/transfer_credit.cfm)

Once you have obtained a signed Transfer Credit Approval form from your Newcomb-Tulane College academic advisor, please drop it off in the main office of the Department of Psychology (2007 Stern) with a copy of the catalog course description and a copy of the syllabus attached. The Undergraduate Studies committee will review the syllabus and course description to make a determination about how the course will transfer. Once the determination is made, you will be able to pick up the form in the main office of the Department of Psychology (2007 Stern) and take it to your Newcomb-Tulane College academic advisor for processing and final approval. Please contact Dr. O'Brien, [lobrien2@tulane.edu](mailto:lobrien2@tulane.edu), with questions.

\*\*\*Please note, the Department of Psychology at Tulane University has a policy against accepting online courses, hybrid courses, or courses taken at community colleges for course credit toward the major. Under some circumstances, these courses may be accepted for transfer as 1000-level elective credit.