

## **Policy on Transfer Credit in Jewish Studies Related Courses Taken at Non-University Institutions in Israel**

The Department of Near Eastern Languages and Civilizations (NELC) and the Jewish Studies Program do not give credit for study at Israeli institutions unless they are fully-accredited, Penn-approved, university programs. Even courses of study which have been accredited by American universities but which were not taught at these universities by their regular faculty, will not be granted transfer credit. Exceptions will be considered, however, under the following conditions should the student choose to major or minor in either Hebrew and Judaica (in NELC) or the interdisciplinary Jewish Studies Program: (Please note that Penn allows for dual majors.)

a. Upon completing each term of study in Israel, a student should ask the instructor to fill out a Report Form for Transfer Credit for every course for which he or she may wish to apply for credit (one copy of the form is attached; students should make a copy for each course). The instructor(s) should return the forms to the student in sealed envelopes, which the student shall then submit when applying for transfer credit at Penn. An official, final (not mid-semester) transcript from the institution must also be sent separately to Penn's Transfer Credit Office.

b. After the student declares a major or minor in either NELC (Hebrew and Judaica) or the interdisciplinary Jewish Studies Program, he or she should obtain Transfer Credit Forms (supplied by the Transfer Credit Office), fill them out and take them, along with the Report Forms for Transfer Credit in sealed envelopes, to the Jewish Studies Program office to apply for transfer credit.

c. For study at a non-university institution, majors will receive a maximum of 4 c.u.\* and minors will receive a maximum of 2 c.u., to be counted toward the major/minor requirements. These credits must be supplemented at Penn by the text courses required by the student's major or minor (two or three courses in biblical, rabbinic-medieval, or modern texts, in the original language, or, when permitted, in translation).

d. In general, no single course will receive more than 1 c.u., except where the course involves an exceptional number of class hours per week. In such a case, the student may apply for 1.5 c.u.

e. The student must receive a grade of B/80 or higher (no credit is given for a passing grade alone).

f. With the exception of Hebrew language courses (see item "g" below), courses to be accepted for credit must generally involve as their primary focus the reading of texts, preferably in the original language.

g. Courses in Hebrew language must involve at least one hundred hours of direct student-teacher contact and must be part of a government certified Ulpan program. A final grade of B/80 or higher must be earned by the student if the course is to be considered for credit as a corresponding language course at Penn. No credit is given for courses that are primarily limited to conversational Hebrew.

\* At Penn each course is awarded 1 c.u. (course unit) of credit.

UNIVERSITY of PENNSYLVANIA

**Student Instructions for Transfer Credit Application**

Near Eastern Languages and Civilizations department (Hebraica & Judaica major/minor) and Jewish Studies Program (Interdisciplinary Jewish Studies major/minor)

TO STUDENTS: Please refer to the guidelines set forth in the document: "Policy on Transfer Credit in Jewish Studies Related Courses Taken at Non-University Institutions in Israel." Should you qualify and wish to apply for credit, please submit the "Report Form for Transfer Credit" to the pertinent department at Penn upon your application for transfer credit. A separate form must be completed by the instructor for every course. It is your responsibility to get these forms to the above departments at Penn.

1. No request will be accepted or reviewed unless accompanied by:
  - a. an official transcript;
  - b. a Penn transfer credit form with the top/front already filled out by the student; and
  - c. all "Report Forms for Transfer Credit" from instructors for each course, received by the student in sealed envelopes.

These must all be submitted simultaneously. Transfer Credit Forms must be filled out prior to meeting with the faculty member, not during or after the meeting.

2. The transcript must contain final grades, not grades for work in progress.
3. No credit is given for a grade less than B, nor for a merely passing grade, unless accompanied by a signed statement from the teacher on institution stationery indicating that the student's performance was at the level of B/80 or higher.

UNIVERSITY of PENNSYLVANIA

**Report Form for Transfer Credit Application**

Department of Near Eastern Languages and Civilizations (Hebraica & Judaica major/minor) and Jewish Studies Program (Interdisciplinary Jewish Studies major/minor)

STUDENT'S NAME \_\_\_\_\_ SS# \_\_\_\_\_

NAME OF INSTITUTION \_\_\_\_\_

ACADEMIC YEAR AND SEMESTER \_\_\_\_\_

COURSE TITLE AND NUMBER, as it appears on transcript \_\_\_\_\_

\_\_\_\_\_  
INSTRUCTOR'S SIGNATURE \_\_\_\_\_

**TO INSTRUCTORS:** In order to give credit for course work done under your supervision, it is necessary for us to have as much information as possible about the course and the student's performance in it. Please answer the following in detail, either on the back of this form or on an attached page: (please type answers)

1. Please describe the exact curriculum of the course, its subject matter, and its purpose or goals. Please include a list of reading assignments.

2. Please specify the number of hours of frontal class time per semester, the hours of preparation time, and the number of weeks the class met; please indicate whether the student was in the course for the entire semester.

3. On what basis was the student's work evaluated? Were there any written assignments or exams (oral or written), or any other types of evaluatory assignments?

4. How did the student perform in class? Please state your judgment of the student's mastery of the course's subject matter, his or her seriousness as a student, and degree of intellectual maturity, and whether or not you saw the student progress in any of these respects during the course. How would you compare his or her progress with that of the other students in the class? For courses for which the transcript does not give a letter or numerical grade, please indicate what the student's letter grade would have been (no credit is given for a "passing" grade alone.)

5. Please place the completed Report Form in a sealed envelope before returning it to the student.