



## Course/Grade/Credit Transfer Policies

Academic credit is an important part of your education abroad experience. Please read these instructions and procedures. If you have questions, please contact the FGCU International Services. We are located in Reed Hall Room 122 or reach us at 239-590-7925 or e-mail: [InternationalServices@fgcu.edu](mailto:InternationalServices@fgcu.edu)

### PRE-DEPARTURE

Before you leave to study abroad on either a FGCU or non-FGCU sponsored program, you are required to have all the courses you intend to take pre-approved on a Course Pre-Approval Form for Study Abroad Program. (Go to [www.fgcu.edu/international](http://www.fgcu.edu/international) and click on 'Forms' under the "Study Abroad" category.)

The Course Pre-Approval Form for Study Abroad Program is used for all study abroad programs. This form indicates that your academic advisor has approved your course choices for your program. Once you complete the Course Pre-Approval Form for Study Abroad Program, the credits you earn abroad for the courses listed will appear on your FGCU transcript along with the course numbers, titles and credit hours. If you participate in a FGCU program, these grades will be calculated into your GPA at FGCU and count as FGCU credit. If you participate in a non-FGCU program, the courses and grades will be considered transfer credit and will appear on your transcript; however, they will not count towards your GPA. For most classes you must have a minimum of a C in order for the credits to count. Pass/Fail or (S/U) is only an option in certain cases and it is your responsibility to confirm this in advance.

### WHILE YOU ARE ABROAD

Changing courses once you are abroad is not recommended because you may not be able to get a course approved. If you must change courses AFTER arriving abroad (e.g., cancellation of a class), contact your advisor immediately. You are required to obtain your advisor's approval for all course changes. You will need to send him/her the course title, CRN number (prefix/number), and a brief description of the course. If s/he approves the course, a new Course Pre-Approval Form for Study Abroad Program must be completed. Copy Timothy W. Gjini ([Tgjini@fgcu.edu](mailto:Tgjini@fgcu.edu)) on every message to your academic advisor; ISO must document all discourse regarding credit approval. Remember to request an official copy of your transcript be sent to FGCU. Save all records (e-mails, faxes, etc.) related to course changes. Retain your syllabus and any academic work returned to you. Bring these documents back to FGCU in the event that there is any question about a course that was not pre-approved.

If you fail to follow the procedures outlined above, there is no guarantee that you will get credit for an unapproved course. Please remember that this is YOUR responsibility.. For students participating in non-FGCU-administered programs, please request that your transcript be sent directly to the attention of: **Ms. Susan Parker, Articulation Officer, FGCU Office of Undergraduate Admissions Office, 10501 FGCU Blvd. S., Ft. Myer, FL, 33965-6565, USA.** There may be instances when a student will have to request an official evaluation; if this is the case, you will be so advised. (DO NOT have it sent to the International Services Office.)

### AFTER YOU RETURN

Your transcript should arrive in the Office of Undergraduate Admissions Office within a few months after the completion of your program. If your transcript does not arrive before the start of the following semester, your class status will not change. This means if you went abroad in the spring as a junior, you will still be considered a junior until your transcript arrives and is processed. Grades will not be processed until all forms and procedures have been completed.

*ISO/Study Abroad/Forms/CoursePre-ApprovalForm*



**COURSE PRE-APPROVAL FORM FOR STUDY ABROAD PROGRAMS**  
**FGCU INTERNATIONAL SERVICES OFFICE**



REED HALL 122

(239) 590.7925

**STUDENTS: Read and complete this section before presenting this form, course descriptions and program information to your academic advisor:**

Name: \_\_\_\_\_ Status (Fr,Soph,Jr,Sr): \_\_\_\_ Email: \_\_\_\_\_ UIN: \_\_\_\_\_ Major(s)/Minor(s): \_\_\_\_\_  
 Location/Country: \_\_\_\_\_ Start and End Dates of Program Abroad: \_\_\_\_\_ Name of Agency/Program Sponsor: \_\_\_\_\_ Institution Issuing  
 Official Transcript: \_\_\_\_\_

**Faculty/Academic Advisor- Please read this section:**

The above named student has consulted the International Services Office wishing to enroll in this study abroad program and is providing you detailed descriptions and/or syllabus for the courses s/he intends to take abroad. Please identify a FGCU course offered that is equivalent to, (and/or which will satisfy as a degree requirement) the course(s) described in the attached materials. The student is generally required to enroll in a standard full load of courses, as defined by the host institution or program sponsor. If the student is unable to enroll in these courses, **once abroad**, or takes courses that were not approved in advance, s/he must communicate with, and seek approval from, the Faculty/Academic Advisor by e-mail and **forward completed form with the new courses to the International Services Office (ISO)**.

**RECEIVING FGCU CREDIT ON TRANSCRIPTS:**

Following the study abroad experience the student should request that transcripts be sent to the FGCU Undergraduate Admission office for articulation. Once FGCU articulation officers receive the host institution transcript student's FGCU transcript will reflect courses taken abroad, assigned FGCU equivalents (as applicable), and convert credits/grades earned for the courses.

**STUDENT & FACULTY/ACADEMIC ADVISOR: Please keep a copy for your records.**

<b>STUDENT COMPLETES</b>			<b>FACULTY/ADVISOR COMPLETES</b>		
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Study Abroad Course Number (e.g., ISD 4901 or Prefix/Number)	Credit Hours	Study Abroad Course Title (e.g., History of Italy)	FGCU Equivalent (e.g., ASN 4911)	Credit Hours	Comments (Major/Minor Credit)

\_\_\_\_\_

**Academic Advisor's Signature**                      **Printed Name**                      **Department/ College**                      **Date**

**RESIDENCY REQUIREMENT FOR SENIORS: Students going abroad during their last 30 credits before graduation must have this section signed by an advisor in their major department. Credits earned by this student during their semester abroad \_\_\_\_\_ WILL or \_\_\_\_\_ WILL NOT count toward his/her last 30 hours residency requirement.**