



Course /Grade /Credit Transfer Instructions

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 located in Reed Hall Room 122 or reach us at 239-590-7925.

PRE-DEPARTURE

Before you leave to study abroad on a 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 (see reverse). Please attach to this form course numbers with course descriptions, syllabi (if available), and information on accreditation of the institution that will be issuing your transcript. Have this form signed first by the International Services Office (ISO) who will determine whether your credit will be received from a US accredited institution or not. Once the Study Abroad Coordinator in the ISO has signed your form, you will need to get the signature of your academic advisor who will determine FGCU course equivalencies for the credit you receive abroad.

The Course Pre-Approval Form for Study Abroad Program is used for all study abroad programs for which you will receive transfer credit. Completion of 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. The course credit you receive for non-FGCU programs will be considered transfer credit and will appear on your transcript, but will not count towards your FGCU GPA. For most classes, you must have a minimum of a C in order for the credits to count.

If you will be receiving a transcript from a foreign institution or a study abroad program that isn't regionally accredited in the US, you will need to have your credits evaluated by an approved education credentials evaluation service after you return from your experience abroad, and have received a copy of your foreign or study abroad program transcript. You should ask to directly receive a copy of your transcript in a sealed envelope and not have your transcript sent to the FGCU Undergraduate Admissions Office as instructed below for US accredited transcripts. The International Services Office will help you identify approved education credential evaluation services if this applies to you. Please don't hesitate to ask for instructions if you have questions about transferring credit from an institution that is not regionally accredited in the US.

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 academic advisor immediately. You are required to obtain your advisor's approval for all course changes. You will need to send him/her the course 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 Brent Spencer (brspencer@fgcu.edu) on every message to your academic advisor as the ISO must document all discourse regarding credit approval. Remember to request an official copy of your transcript be sent to FGCU (Undergraduate Admissions). Save all records (e-mails, faxes, etc.) related to course changes. Retain your syllabus and any 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.

There is no guarantee that you will get credit for an unapproved course if you fail to follow the procedures outlined above. Please request that your US accredited transcript (see instructions above for foreign transcripts) be sent directly to the attention of: Ms. Susan Parker, Articulation Officer, FGCU Office of Undergraduate Admissions Office. DO NOT have your transcript sent to the International Services Office. If you are given an option by your program to receive transcripts through a US university or to receive transcripts directly from a foreign university, you should opt to receive transcripts from a US university and have them sent directly to the FGCU Office of Undergraduate Admissions. It is your responsibility to work with your study abroad program's established procedures to have your transcripts sent properly to FGCU.

AFTER YOU RETURN

Your transcript should arrive in the Office of Undergraduate Admissions Office no earlier than one month and no later than four 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 your Course Pre-Approval Form for Study Abroad Program is completed with all necessary signatures.

