

# 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 (i.e., programs offered by another school, agency, or third party provider), you are required to have all courses you intend to take pre-approved on this Course Pre-Approval Form for Study Abroad Program. Please attach to this form: course numbers with course descriptions, syllabi (if available), and information on accreditation of the institution that will issue 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 ISO/Study Abroad Staff has signed your form, contact your academic advisor, who will determine FGCU course equivalencies for the credit you receive abroad and sign this form.

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 FCCU 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 credentials 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 FGCU 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 the International Services Office (InternationalServices@fgcu.edu) on every message to your academic advisor as the ISO must document all discourse regarding credit approval. Remember to request that 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: Articulation Officer, FGCU 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 Undergraduate Admissions Office. It is our 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 FGCU 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.



**STUDENTS:** Read the instructions on the back of this form. Please complete this section and the “Student Completes” section below.

Name: \_\_\_\_\_ Status: \_\_\_\_\_ Email: \_\_\_\_\_ UIN: \_\_\_\_\_ Major(s)/Minor(s): \_\_\_\_\_

Name of Agency/Program Sponsor/Third Party Provider: \_\_\_\_\_ Location/Country: \_\_\_\_\_ Start and End Dates of Program: \_\_\_\_\_ to \_\_\_\_\_

**FGCU Academic Advisor - Please read this section:**

This student has consulted the International Services Office about this study abroad program and is providing you detailed descriptions and/or syllabus for the courses s/he intends to take abroad. **Complete this form if the ISO Study Abroad Assistant Director signature below is missing.** Please identify an FGCU course that is equivalent to (and/or which will satisfy as a degree requirement) the course(s) described in the attached materials. If, **once abroad**, the student is unable to enroll in the courses listed on this form or takes courses that were not pre-approved, s/he must communicate with, and seek approval from, the Academic Advisor by e-mail **and forward a newly completed form with new courses to the International Services Office (ISO)**. Following the study abroad experience, the student should request that transcripts be sent to the FGCU Undergraduate Admissions Office for articulation. When the FGCU articulation officers receive study abroad host institution transcripts from an accredited US institution, credits/grades earned abroad will be articulated and transfer credit reflected on the student’s FGCU transcript according to the pre-approved FGCU equivalents on this form. \*Transcripts received from institutions that are not regionally accredited in the US are only conditionally pre-approved with this form. If the “No” box is checked below, the International Services Office has determined that credit will be received on a foreign or study abroad program transcript. Students wishing to receive transfer credit on their FGCU transcript from such institutions must first have their transcript evaluated by an approved education credentials evaluation service as described in the instructions on the back of this form. Course equivalencies approved by the FGCU Academic Advisor on a line with a “No” box marked by the ISO receive only conditional approval of credit. Conditions will be removed and credit will be articulated as pre-approved on this form if the credit evaluation establishes credit/grade equivalency for the conditionally approved FGCU equivalent course. Both the transcript and credit evaluation must be received by the FGCU Undergraduate Admissions Office before transfer credit can be articulated.

**For International Services Office use only (check if applicable)**

Sent to Articulation Officer at Undergraduate Admissions:  
 Credential Evaluation of Foreign Transcript Required?

Transcript will be issued by: \_\_\_\_\_  
 Participating Institution credits will transfer to FGCU?

\_\_\_\_\_  
 Assistant Director, Study Abroad Signature

\_\_\_\_\_  
 Date

**STUDENT & ACADEMIC ADVISOR:** Please keep a copy for your records. Submit the original completed copy to the International Services Office.

ISO COMPLETES	STUDENT COMPLETES			FGCU ACADEMIC ADVISOR COMPLETES		
Transcript from US accredited institution? (Completed by ISO)	Study Abroad Course Number (e.g., ISD 4901)	Credit Hours	Study Abroad Course Title (e.g., History of Italy)	FGCU Equivalent (e.g., ASN 4911)	Credit Hours	Comments (Major/Minor Credit)
<input type="checkbox"/> Yes <input type="checkbox"/> No*						
<input type="checkbox"/> Yes <input type="checkbox"/> No*						
<input type="checkbox"/> Yes <input type="checkbox"/> No*						
<input type="checkbox"/> Yes <input type="checkbox"/> No*						
<input type="checkbox"/> Yes <input type="checkbox"/> No*						

\_\_\_\_\_  
 Academic Advisor’s Signature

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Department/ College

\_\_\_\_\_  
 Date