



## 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 FGCU cumulative 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.

### While You Are Abroad

If you must change courses AFTER arriving abroad (e.g., cancellation of a class), contact your FGCU International Services immediately. You are required to obtain your advisor's approval for all course changes. Remember to request that an official copy of your transcript be sent either to your home address in the United States or the International Services Office. Save all records (e-mails, faxes, etc.) related to course changes. Retain your syllabus and any work returned to you. **There is no guarantee that you will get credit for an unapproved course if you fail to follow the procedures outlined above.** 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. It is your responsibility to work with your study abroad program's established procedures to have your transcripts sent properly to yourself or FGCU International Services.

### After You Return

Your transcript should arrive from your program no earlier than one month and no later than four months after the completion of your program. It is up to the student to track the status of their returning transcripts. 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.

# COURSE PRE-APPROVAL FORM FOR STUDY ABROAD PROGRAMS

Reed Hall 122

*FGCU International Services Office (ISO)*

(239) 590-7925

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

Name: \_\_\_\_\_ Status: \_\_\_\_\_ Email: \_\_\_\_\_@eagle.fgcu.edu UIN: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

Name of Program / Agency: \_\_\_\_\_ City / Country: \_\_\_\_\_ / \_\_\_\_\_ Term: \_\_\_\_\_

**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. Courses can be determined as equivalencies to specific FGCU courses that the student needs, or electives should they have the elective flexibility. Following the program, the courses will be articulated by FGCU Undergraduate Admissions and in accordance with the pre-approved determinations on this form. Transcripts received from institutions that are not regionally accredited in the US (marked "no" in the boxes below) are only conditionally pre-approved with this form and are required to be officially evaluated by a foreign credential service. These credit evaluations establish credit/grade equivalency for the conditionally approved FGCU course/s. Students have no guarantee credits will transfer until this process is complete. If you have any doubts or questions please reach out to the International Services Office, mryan@fgcu.edu or x1494.

**For International Services Office use only**

Transcript will be issued by: \_\_\_\_\_

Credential Evaluation of Foreign Transcript Required?

Check box if transcript received after the study abroad program:

Status:

\_\_\_\_\_  
Assistant Director ISO Signature

\_\_\_\_\_  
Date

\*Student is ultimately responsible for knowing where the transcript will be sent after completion of program, articulation cannot be guaranteed until transcript is properly evaluated. \_\_\_\_\_ student initials

**Student & Academic Advisor: Please keep copy for your records. Return original copy to the International Services Office – Reed Hall 122**

		Student Completes			FGCU Advisor Completes		
Transcript from US accredited institution? (completed by ISO)	Study Abroad Course #	Credit Hours	Study Abroad Course Title (e.g., History of Italy)	FGCU Equivalent (e.g., ASN 4911)	Credit Hours	Comments (Major/Minor Credit, etc)	
Yes No							
Yes No							
Yes No							
Yes No							
Yes No							
Yes No							
Yes No							

\_\_\_\_\_  
Academic Advisor Signature

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

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

\_\_\_\_\_  
Date