

Course Approval Form: ESAC in Prague
(Transfer Credit from University of Economics, Prague) - Summer 2018

Name: _____ U#: _____ Major: _____

Courses below are considered "transfer credit" as students have their foreign credit evaluated and added to their academic record once the Education Abroad Office receives the official transcript. The internship course is direct credit and students will be directly enrolled by Education Abroad if they select the course. Student's **academic advisor in the student's major** should complete the form below except where indicated in the shaded box. **Students should select the courses they wish to take below.

ONCE YOU RECEIVE THE REQUIRED SIGNATURE(S) BELOW, UPLOAD THE FORM TO YOUR PROGRAM APPLICATION.

Questions? Contact the Education Abroad Registrar: EA-Registrar@usf.edu.

Course Selection	Course	USF Course	Hours	Credit	Grad Req.* Yes No	Pre-requisites
<input type="checkbox"/>	Human Resources Management (ESAC)	MAN 3301	3.00	Transfer	<input type="checkbox"/> <input type="checkbox"/>	N/A
<input type="checkbox"/>	Global Meetings & Exhibitions (ESAC)	MAN 4930	3.00	Transfer	<input type="checkbox"/> <input type="checkbox"/>	N/A
<input type="checkbox"/>	International Business (ESAC)	MAN 4600	3.00	Transfer	<input type="checkbox"/> <input type="checkbox"/>	MAN 3025
<input type="checkbox"/>	Marketing Management (ESAC)	MAR 4156	3.00	Transfer	<input type="checkbox"/> <input type="checkbox"/>	MAR 3023
<input type="checkbox"/>	Financial Accounting (ESAC)	TBD	3.00	Transfer	<input type="checkbox"/> <input type="checkbox"/>	TBD
<input type="checkbox"/>	Internship (Part-time; MUST select an ESAC course above)	IDS 3947	1.00	Direct	<input type="checkbox"/> <input type="checkbox"/>	N/A
<input type="checkbox"/>	Internship (Full-time only)	IDS 3947	3.00	Direct	<input type="checkbox"/> <input type="checkbox"/>	N/A

*Grad. Req.: Does this course meet a graduation requirement (elective hours, within major course, FKL, etc.)? Courses that do not satisfy a degree requirement may not be considered for funding. Only student's **major** advisor may sign. Student should speak to USF University Scholarship and Financial Aid Services regarding paperwork needed for aid to disburse: <http://www.usf.edu/financial-aid/>

Required Academic Advisor Signature

USF Students: To be completed student's Major Advisor; *Non-USF Students:* To be completed by the Education Abroad Advisor of the Student's Home Institution.

Print Name _____ Department _____ Phone _____ Email _____

*By signing this document, I affirm that the student has informed me of his/her plans to study abroad with USF and understands how the above credit will count towards their degree.

Signature _____

Advising Notes:

Directions for students completing course approval form -- Transfer Credit Programs and FAQ:

Directions

1. Select courses you wish to take on the program based on the instructions on the form.
 2. If a course has a listed pre-requisite that you have not completed, they must obtain special approval by the department listed in the shaded box. The department's representative (advisor, undergraduate coordinator, chair, etc.) signs off allowing the course. * *If student does not wish to take that course, they may skip this step.*
*** Approval by the academic department does not always guarantee placement in the course by the host institution.*
 3. Student meets with their academic advisor to have the form reviewed at least one month before their program's application deadline (please refer to the program website for more information). Advisors will indicate if courses listed will count towards graduation requirements and discuss degree completion and excess credit hours with the student.
 4. Academic advisor signs off indicating whether the course counts towards graduation requirements. This signature indicate that they have spoken to the student about how the class may impact their degree and excess credit hours.
 5. Student reads and signs conditions on the form.
 6. Signed course approval form is submitted to the USF Education Abroad Office (EA-Registrar@usf.edu)
 7. Your form will be added to your application with Education Abroad and reviewed for acceptance. Certain programs require additional items for acceptance, please see program website for further information.
- **Students should schedule to meet with their major advisors once the credit has been returned to USF.**
 - PLEASE NOTE: Students planning to take courses towards minors should coordinate communication between the minor and major advisor. The major advisor should still be the individual signing the form, though they may need confirmation from the minor advisor.

FAQ

Q: What does “Transfer Credit Program” mean?

A: This means that our partner overseas is granting the credit for the program. They will issue a transcript once your coursework is done to the USF Education Abroad Office. Our registrar will add the credit to your transfer record.

Q: What if I want to change my classes?

A: If you change classes you must notify your Education Abroad Advisor and your Academic Advisor. This may mean getting new paperwork if the new course wasn't approved previously.

Q: How does this impact my GPA at USF?

A: Students have three GPAs at USF: 1. Institutional (courses taken at USF), 2. Transfer (courses that are from outside USF), and 3. Overall (average of institutional and transfer). Grades earned on this program impact your transfer and overall GPA.

Q: Can I take these courses pass (S) / fail (U)?

A: USF must report grades as they appear on a transfer record. If the host has an S/U equivalent, you must request it from them.

Q: Will this count for my degree at USF?

A: Please see your academic advisor. While 30 of your last 60 hours must be considered USF credit, some departments have additional residency requirements.

Q: Will this count for financial aid?

A: Every student's financial aid situation is different. Different awards have their own requirements. You will need to speak to a USF financial aid advisor for your specific situation. Be sure to tell them you are on a “transfer credit program.” However, if your aid does apply to your program you will need to submit a Study Abroad Financial Aid Contract (SAE form) before you go and a Verification of Enrollment letter (VoE) once your program starts. Aid will likely not disburse until after the beginning of classes abroad, once the needed documents are submitted. Please speak to USF University Scholarship and Financial Aid Services for details (www.usf.edu/finaid)