USF Exchange Approval Form (USF in Exeter Semester) — Fall □ Spring □ Year _____

Name:_____ U#:_____ Host School:_____

Students must take the USF Faculty-Led Course (listed below) in order to participate on the program. They will take an additional 9 credit hours at the University of Exeter. These courses below will be considered "direct credit" per the international agreement. Please see attached step-by-step directions for details and instructions. Completed course approval forms should be submitted to the Education Abroad Registrar: EA-Registrar@usf.edu Students are advised to have at least 6 additional classes approved.

USF Faculty-Led Course (required)	**USF Course Number Equivalent** (assigned by USF department)	**Hours****	**Grad Req.?* Yes No**	**Department Signature Below** Signing below indicates department has assigned the USF course equivalent listed
Cultural Pathways to Exeter: Exploring the Spaces and Places that Help Make the People of Southwest England	IDH 4200	3	□ □	Not needed if Honors College Student
Creative Community Collaborations in Health: Interdisciplinary Research in Medical Humanities	IDH 3400	3	□ □	Not needed if Honors College Student
Host Institution Course: Students should obtain course descriptions and/or syllabi from their host institution's website before seeking approvals on campus. Please see attached instructions for details.	**USF Course Number Equivalent** (assigned by USF department)	**Hours****	**Grad Req.?* Yes No**	**Department Signature Below** Signing below indicates department has assigned the USF course equivalent listed
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*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. ** Credit hour systems differ from country to country, please feel free to contact the Education Abroad Office for help in equating the hours to USF system.

Required Academic Advisor Signature in Student's Major

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Print Name Department Phone Email

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Signature University (if not USF)

*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.

Advising Notes (please attach additional advising notes on a separate page as needed):

CONTINUED: USF Exchange Approval Form (Exchange Credit) — Fall □ Spring □ Summer □ Year _____

Name:_____ U#:_____ Host School:_____

Host Institution Course: Students should obtain course descriptions and/or syllabi from their host institution's website before seeking approvals on campus. Please see attached instructions for details.	**USF Course Number Equivalent** (assigned by USF department)	**Hours****	**Grad Req.?* Yes No**	**Department Signature Below** Signing below indicates department has assigned the USF course equivalent listed
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Academic Advisor Signature in Student's Major

Print Name Signature*

Department E-Mail

*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.

Advising Notes (please attach additional advising notes on a separate page as needed):

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

Directions

1. Reviews available courses at the host institution, selecting courses they would like to take.
2. Obtains syllabi or course descriptions from the host institution (Education Abroad Office can assist)
3. Schedule a face-to-face appointment with major advisor to get advice on how the courses selected from host institution will fit into degree requirements (whether the courses selected count for major, count as general electives, how excess credit hours may be impacted with these courses, etc.) before obtaining course equivalency signatures and to also get help determining which departments need to assign course equivalencies.
4. Student should contact the advisor for the corresponding department at USF with the syllabus. So a student who wishes to take a course from the Department of English should contact the English department advisor with an introductory e-mail containing and explain there are seeking a course approval for an exchange program and provide a copy of the syllabus and the course approval form (Education Abroad Office can assist in determining the correct contacts on campus)
5. The advisor in turn submits the courses to faculty for review. This process may take a good deal of time, students are advised to begin the process several months before departure.
6. The advisor will contact the student with the approval.
7. Once all courses outside of the student's home department are completed, the form is submitted to their major academic advisor with the equivalencies collected.
8. Major academic advisor may assist with classes within the student's home department. Once completed, the advisor reviews, indicates if courses count towards degree requirements, and signs.
9. Student submits signed course approval form to the USF Education Abroad Office (EA-Registrar@usf.edu)

* Students should schedule to meet with their major advisors once the credit has been returned to USF.

** Completion of exchange course approvals can be a lengthy process. Students should begin this process once they are notified of their acceptance into the program.

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 "Exchange Credit Program" mean? : A: The nature of exchange agreements allow for USF to add their partner's courses to a student's transcript using the "ISE0001" holding course. This means that the credit offered on this program comes back to USF **after the host school** sends USF a transcript, but the credit counts towards USF residency. So students will appear to be in 0 hours of the ISE0001 holding course until after the program is over.

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 will likely mean you will need to submit new course approvals. Students are subject to the add/drop policies of their host institutions and should speak to the international advisor abroad for clarification on the host school.

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 institutional and overall GPA.

Q: How will classes look on my transcript? :A: Once a transcript is received from our partner abroad, we will build the courses into your transcript using the ISE0001 holding course. The USF course number will appear in the title. So if a class titled "Japanese History" is approved as HIS4930 Selected Topics by the USF History Department for 3 USF credit hours, it will appear is:

Course Number	*House*	*Title*
ISE0001	3	HIS4930 Japanese History

Q: Who do I go to for approvals? : A: Every department is responsible for its own course numbers. So even though a student is majoring in business, they must seek out the Department of World Language Education if they wish to take French overseas. Once they have the course number for the French class, they seek out their academic advisor's approval for taking that particular course. It is recommended that students initiate the process by e-mail with the approving department's advisor. The Education Abroad Office can help students determine the right person to contact first.

Q: May 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: May I audit a course? : A: USF must report grades as they appear on a transfer record. If a course is on the transcript we must bring it back.

Q: Will this count for my degree at USF? : A: Please see your academic advisor. This course counts towards USF residency.

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 an "**exchange 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)