

## Aix-en-Provence Course Approval Form (Hybrid: Direct USF and Transfer Credit from IAU College) - Summer 2017

Name: \_\_\_\_\_ U#: \_\_\_\_\_ Major: \_\_\_\_\_

This program offers a combination of direct USF and transfer credit. All students will receive direct USF credit indicated below as well as selecting the optional transfer credit courses. Transfer credit will be added once the official foreign transcript is received by the Education Abroad Office. The section below should be completed by the **academic advisor in the student's major**, EXCEPT the Shaded Box and "USF Equivalent" which may be completed by the appropriate department. **\*\* Students may only register in either: both USF courses at their level (UG/GR) or 1 course from IAU College and 1 USF course.** Course preference must be ranked. Submit completed forms to the Ed Abroad Registrar: [EA-Registrar@usf.edu](mailto:EA-Registrar@usf.edu).

Rank	Direct USF Credit	USF Course	Hours	Grad Req.? Yes No	Pre-requisites	Department Approval Signature If student is missing pre-requisite special approval must be obtained from the department listed below.
	Taste & Pleasure	HUM 4938	3	<input type="checkbox"/> <input type="checkbox"/>	N/A	
	Multiculturalism & Diversity	MHS 4931	3	<input type="checkbox"/> <input type="checkbox"/>	N/A	
	Multiculturalism & Diversity	RCS 6440	3	<input type="checkbox"/> <input type="checkbox"/>	Fnd. Mental Health Counseling	
	Multiculturalism & Diversity	RCS 6930	3	<input type="checkbox"/> <input type="checkbox"/>	Fnd. Mental Health Counseling	
	Transfer Credit (IAU Courses)	USF Equivalent	Hours	Grad Req.? Yes No	Pre-requisites	Department Approval Signature
				<input type="checkbox"/> <input type="checkbox"/>		

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

### USF Students: Academic Advisor Signature (To be completed by the Academic Advisor of the Student's Major);

\_\_\_\_\_  
 Print Name Department Phone Email

\_\_\_\_\_  
 Signature

\*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 (attach additional sheets as needed):

### REQUIRED STUDENT SIGNATURE

By signing below, I understand:

1. The above courses may contribute to Excess Credit Hours,
2. I must notify the Education Abroad Office of any course registration changes and provide a new course approval form
3. USF is obligated to transfer all grades earned in a study abroad program and these grades will be factored into my GPA.
4. It is my responsibility to complete all necessary forms to receive Financial Aid and Scholarships available through USFAS. I further understand that my on-campus scholarships may not apply to this program as it is transfer credit.
5. Credit will not be added to my USF record until after an official transcript is received from the host institution.
6. Completed Course Approval Form due no later than one (1) month before program application deadline. See program description for details.

**Student Signature:**

**Date:**

## Directions for students completing course approval form – Hybrid Direct/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. *\*\* Approval by the academic department does not always guarantee placement in the course by the host institution.*
3. **If student elects to take an IAU course, the student must contact the appropriate USF department with the course approval and course syllabus to determine the appropriate USF course equivalent.** 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). 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.
4. Student reads and signs conditions on the form.
5. Signed course approval form is submitted to the USF Education Abroad Office ([EA-Registrar@usf.edu](mailto:EA-Registrar@usf.edu))
6. 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 and Direct Credit Program" mean?

A: This means that one or more of the classes on the approval form are direct credit through USF and some are offered by our partner overseas. For the USF Direct credit, our office will register you for the credit. For the transfer credit, the partner will issue a transcript once your coursework is done and send it 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. Please note, for the direct credit, you are subject to the same withdrawal and late registration policies as you are on campus so changes to courses after the program date may result in late registration fees or W grades.

#### 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 all three GPAs.

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

A: For the transfer credit 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. For the direct credit, S/U grades are possible as per regular campus policy. This is a contract between you and your faculty member and should be agreed to prior to beginning the course.

#### 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](http://www.usf.edu/finaid))