USF Non-Pre Approved Program Course Approval Form (Transfer Credit) — Fall □   Spring □   Summer □   Year_____

Name:_____   U#:_____   Host School:_____

Courses below will be considered "transfer 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 **no later than 4 months prior to the program departure date.**

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	Required 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):

Directions for students completing course approval forms for Non-Affiliate Programs -- Transfer Credit Programs (Tampa) and FAQ:

Completed course approval forms are due <u>at least 4 months prior</u> to their program's departure date.

<u>DIRECTIONS</u>:

1. Review available courses at the host institution, select courses you would like to take and collect the syllabi or course descriptions of these courses from the host institution. If you need assistance, please contact the Education Abroad Office (974-4314).

2. Schedule a face-to-face appointment with major advisor to get advice on **1)** how the courses selected from host institution will fit into degree requirements (whether the courses selected count for major, count as general electives, how ECHS will be impacted with these courses, etc.) and **2)** determining which departments need to assign course equivalencies in order to receive the appropriate departmental signatures.

3. Student contacts the advisor for the corresponding USF department with the syllabus. For example, a student who wishes to take a course from the Department of English should contact the USF English department advisor with an introductory e-mail explaining that they are seeking a course approval for a Non-USF program. Student will need to provide a copy of the syllabus and the course approval form (Education Abroad Office can assist in determining the correct contacts on campus).

4. *The department advisor in turn submits the courses and syllabi to faculty for review.* ***This process may take a good deal of time, students are advised to begin the process several months before departure.***

5. The advisor will contact the student with the approval.

6. Once <u>ALL</u> courses outside of the student's home department are approved, submit the form to the academic advisor with the department equivalencies collected.

7. 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 the form.

8. 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 Non-Affiliate course approvals can be a lengthy process. Students should begin this process once they are accepted 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 "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: 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: 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 "**<u>transfer credit program</u>**." 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)