



# Course Approval

## For Students

Congratulations on your decision to apply for a Global Exchange! An important part of the application process is the approval of courses you plan to take abroad. All students participating on an exchange programs are required to complete a Course Approval Form with approvals from appropriate FSU advisors/faculty. This process determines how coursework from your host university will transfer to your FSU degree requirements and determines the FSU equivalent courses for those you plan to take abroad.

It may take several weeks to complete these steps, so start early! Please be considerate when contacting department advisors and allow plenty of time for review of your course requests, particularly during peak times.

### Step 1: RESEARCH

- Go to the Global Exchanges website to find information about your specific exchange program location (click on [Search Programs](#)). See the Academics section of the online program brochure for more information and links to the host university's courses.
- Research course offerings at the host university to find out what courses are available during your semester abroad. You may have to reference a course list from prior semesters if the current list of courses is not yet available.
- Save links to course descriptions and/or syllabi for each course you are considering taking.
- If you cannot locate course information online, contact [globalexchanges@fsu.edu](mailto:globalexchanges@fsu.edu).

### Step 2: LIST AND DOCUMENT

- Enter your name and information at top of the Course Approval Form (download in the online application).
- List the host university's course numbers and titles on the Course Approval Form in Part A.
  - First choices are not always available. Be prepared to be flexible and have backup courses listed.
- Request 6-8 courses for a semester program and 2-4 courses for a summer program. For the Academic Year, submit one form for Fall courses and another form for Spring courses.
- Syllabi may not be available online at the time of your application. Check with the department advisor approving the courses to find out if additional information is needed.
- If you have questions about course offerings or locating syllabi, contact a member of the Global Exchanges team ([globalexchanges@fsu.edu](mailto:globalexchanges@fsu.edu)).

### Step 3: EMAIL AND SCHEDULE APPOINTMENTS

- Determine which FSU advisors you need to contact for your course equivalency approvals.
  - Search FSU advisors [here](#)
- Contact the appropriate FSU academic advisor or faculty members by email. Provide the Advisor Info and Course Approval Form (pages 2 & 3 of this document) and all supporting course info documents (such as links to course descriptions and/or syllabi. Include attachments if not available online).
- Courses must be approved by the appropriate advisor/faculty within the course's academic area. If you're unsure about which academic area a particular exchange course fits at FSU, contact [globalexchanges@fsu.edu](mailto:globalexchanges@fsu.edu) for advice.
- You may need to connect with multiple advisors depending on the variety of the courses you plan to take.

### Step 4: REVIEW AND DISCUSS

- Meet with your overall academic advisor for your major once you finalize your course approval plan and receive all approvals back. Review your course approvals and discuss how this fits into your overall FSU degree requirements.
- Your advisor will also need to approve and sign the Course Approval Form (Part B).
- Upload the Course Approval form to your Global Exchange application.



# Course Approval

For Academic Advisors/Department Approvers/Faculty

Thank you for your support of Global Exchanges! This student is seeking FSU course equivalencies for courses offered while participating on an FSU Global Exchange program.

- Please complete Part A of this form and provide the FSU course equivalencies and your PDF digital or paper signature. If you are the student's major academic advisor, please complete Part B by reviewing student's course plan and provide your PDF digital or paper signature.
- Email the form back to the student when completed. Students will upload the completed version of this form to their online exchange program application at [globalexchanges.fsu.edu](http://globalexchanges.fsu.edu).

## General academic policies on Global Exchanges

- All courses taken on exchange programs transfer back as FSU credits and are factored into the FSU GPA.
- All courses taken on exchange programs must be assigned an FSU equivalent course number by the appropriate academic department. If no equivalent FSU course exists, a Special Topics or Research/DIS designation is often used.
- Courses cannot be assigned generic Elective course numbers (such as SYG 3XXX).
- It is the student's responsibility to provide your department with course information for each requested course. They should provide links or attachments to course descriptions and/or syllabi as required by your department.

## Credit Hour Conversion

- Advisors do not need to determine the number of FSU equivalent credit hours. The Global Exchanges Program Director will determine the equivalent FSU credit hours per course based on established credit equivalency scales for each partner university.
- Most courses offered are considered equivalent to 3 FSU credits but there are exceptions. If the foreign course is offered for a lesser number of credits than the existing FSU course, then the student will earn the amount of credit earned for the foreign course. This will be posted on the FSU transcript accordingly.
  - e.g.: SYG 2010 would post on the student's transcript for 2 credits instead of 3 credits if foreign university only offers the course for the equivalent of 2 FSU credit hours.
- In some cases, the Global Exchanges Program Director may consult with academic advisors/faculty to review credit hour equivalencies based on the host institution's credit and course structure.

## New course pre-approval option

- As part of the new Global Exchanges application system, we are building an online course equivalency database to streamline course equivalencies for commonly requested courses in the future.
- Courses approved on the Course Approval Form will be listed in a pre-approved list of courses for students to reference during the application process for that particular exchange program host university.
- If the course approval should only be approved on a case-by-case basis, please notify the Global Exchanges Program Director ([L.Bauer@fsu.edu](mailto:L.Bauer@fsu.edu)).
- The course will be pre-approved for two years from the date of advisor/faculty approval.
- All students will still need to meet with their major academic advisor to confirm how each course taken abroad will apply to their specific degree requirements.

## Questions?

- Contact the Program Director for Global Exchanges (Leigh Ann Bauer, [L.Bauer@fsu.edu](mailto:L.Bauer@fsu.edu)) with any questions about departmental course equivalencies for exchange programs.

Student Name \_\_\_\_\_

FSUID: \_\_\_\_\_

Exchange University \_\_\_\_\_

Year/Term: \_\_\_\_\_

## PART A. COURSE APPROVALS

Students: List host institution courses you plan to take abroad in the "Host Institution Course" section. The appropriate academic advisor or faculty will complete the "FSU Equivalent Course Number and Title" section by indicating the FSU equivalent course. You must obtain signatures from the designated advisor/faculty of each department from which you are seeking credit.

COMPLETED BY STUDENT		COMPLETED BY DEPARTMENT		
Host Institution Course	# of Host Institution Credits	FSU Equivalent Course Number	FSU Course Title	Advisor/Faculty Approver Name
Course # & Title:		FSU Course Number	FSU Course Title:	Print Name:
Link to Host Institution Course Info (or attach separate sheet)		Academic Dept for above course: (ex. Biology)		
Course # & Title:		FSU Course Number	FSU Course Title:	Print Name:
Link to Host Institution Course Info (or attach separate sheet)		Academic Dept for above course: (ex. Biology)		
Course # & Title:		FSU Course Number	FSU Course Title:	Print Name:
Link to Host Institution Course Info (or attach separate sheet)		Academic Dept for above course: (ex. Biology)		
Course # & Title:		FSU Course Number	FSU Course Title:	Print Name:
Link to Host Institution Course Info (or attach separate sheet)		Academic Dept for above course: (ex. Biology)		
Course # & Title:		FSU Course Number	FSU Course Title:	Print Name:
Link to Host Institution Course Info (or attach separate sheet)		Academic Dept for above course: (ex. Biology)		
Course # & Title:		FSU Course Number	FSU Course Title:	Print Name:
Link to Host Institution Course Info (or attach separate sheet)		Academic Dept for above course: (ex. Biology)		
Course # & Title:		FSU Course Number	FSU Course Title:	Print Name:
Link to Host Institution Course Info (or attach separate sheet)		Academic Dept for above course: (ex. Biology)		
Course # & Title:		FSU Course Number	FSU Course Title:	Print Name:
Link to Host Institution Course Info (or attach separate sheet)		Academic Dept for above course: (ex. Biology)		
Course # & Title:		FSU Course Number	FSU Course Title:	Print Name:
Link to Host Institution Course Info (or attach separate sheet)		Academic Dept for above course: (ex. Biology)		
Course # & Title:		FSU Course Number	FSU Course Title:	Print Name:
Link to Host Institution Course Info (or attach separate sheet)		Academic Dept for above course: (ex. Biology)		

## PART B: ACADEMIC ADVISOR APPROVAL

**To Be Signed by Student's Academic Advisor:** Your signature indicates that you have reviewed the courses this student plans to take while abroad (PART A) and have advised the student about how these courses will fulfill degree requirements. The total credits of the exchange participation is not 25% or more of the hours required for the student's degree.

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

Date \_\_\_\_\_

**Students: When form is complete, upload into your Global Exchange application**