

Florida State University Policy [Provost Number-xxx]

Title of Policy: Transferring International Credit from an International Host University

Responsible Executives:

Provost and Executive Vice President for Academic Affairs

Approving Official:

Dr. Sally McRorie, Provost and Executive Vice President for Academic Affairs

Dr. Mary B. Coburn, Vice President for Student Affairs

Effective Date:

I. INTRODUCTION

This document sets the general policies for Florida State University (FSU) students who plan to enroll at a recognized international host university and transfer academic credit to their FSU transcript.

II. POLICY

The following parties have responsibilities to ensure that current FSU policies are followed.

FSU student requirements:

- The FSU student must be an enrolled, degree-seeking student at FSU in good standing.
- The student verifies that the proposed international host university: a) will issue an official transcript for the program, b) program accepts international non-degree seeking students, and c) he/she meets the admission criteria.
- The student verifies that the proposed international host university transcript will be issued by a recognized/accredited international university.
- The student obtains the syllabi for proposed courses at the international host university.
- The student obtains approval: a) for each course equivalent from an FSU Faculty member with credentials in the discipline or the appropriate Department/College designee; b) that each course is degree applicable from his/her Academic Advisor; and c) for the study plan from his/her Department Chair and Academic Dean.
- The student will be in compliance with FSU's requirements for students participating in international experiences including obtaining the mandatory international health coverage (<http://global.fsu.edu/Travel-Policy/Student-Travel-Policy>).
- The student requests that an exemption to travel be considered if the international host university is in a country for which the U.S. Department of State has issued a travel warning or alert.
- The student applies to and registers at the recognized international host university, paying tuition and/or registration fees established by that institution.

- If he/she enrolls in courses at the international host university that were not included in the original approvals, the student obtains approvals from an FSU Faculty member with credentials in the discipline or the appropriate Department/College designee, the Student's Academic Advisor and Department Chair and Academic Dean. The student assumes the full risk of transferability via a Foreign Credential Evaluation Agency if he/she registers for courses not pre-approved.
- After completing the program of study and receiving an official transcript from the recognized/accredited international host university, the student obtains a "Foreign Credential Evaluation and Translation" for credit, course and grade transfer from a recognized evaluator and sends both transcript and evaluation to the FSU Registrar's designee.
- The student must complete less than 25% of the degree program at the international host university, the student's last 25% of the credit hours must be taken at FSU. Undergraduate students can check with their College for possible exceptions if their study falls in their last 30 semester credit hours and they are taking the equivalent of 6 FSU semester credit hours or less at the host university. Exceptions beyond 6 credit hours will be forwarded by the College's Academic Dean's office to the Vice President for Faculty Development and Advancement for further review. Exceptions must be granted prior to the Student's Academic Advisor signing and approving the "Study at an International University: Course Credit Transfer Application" and accompany the application when delivered to the Program Director, Exchanges and Intercultural Programs (hereafter known as Program Director, Exchanges). Only six hours of transfer credit is applicable toward a graduate degree. No graduate student may be awarded more than twelve hours of combined non-degree student and/or prior-institution transfer credit.
- Undergraduate students must apply for readmission if not enrolled at FSU for three or more semesters, including summer. Graduate students must apply for readmission if not enrolled at FSU for two or more semesters, including summer.
- If requesting financial aid through the FSU Financial Aid Office:
 - Upon application, the student submits the "Study at an International University: Financial Aid Process" form and the "Transfer Credit Agreement" form. The Transfer Credit Agreement form must be signed by a host university point of contact, indicating costs of attendance and that the student's enrollment will be confirmed to FSU.
 - Responds to requests from FSU to validate his/her enrollment at the international host university (aid will not be released without the student and the international host university validating the student's enrollment).
 - Enrolls in equivalent of at least 6 FSU credit hours (as approved by a Foreign Credential Evaluation Agency) per term.
 - Repays aid if enrollment is reduced or withdraws from classes during an approved term.

FSU Faculty member with credentials in the discipline or the appropriate **Department/College designee.**

- Reviews international host university course syllabi and approves course equivalents.

FSU Student’s Academic Advisor:

- Reviews and verifies that each course is degree applicable.
- Reviews and verifies that the student will earn less than 25% of the degree program at the international host university and that the student’s last 25% of the credit hours will be taken at FSU. If the proposed study falls in the student’s last 30 semester credit hours, the Student’s Academic Advisor will have the student check with his/her College for possible exceptions. The Academic College’s Dean will review and approve exceptions. Exceptions must be granted prior to the Student’s Academic Advisor signing and approving the “Study at an International University”.

FSU Department Chair:

- Reviews and approves the requested course study plan.

FSU Academic Dean:

- Reviews and approves the requested course study plan.
- Reviews and approves exceptions if the student’s study falls in the student’s last 30 semester credit hours and they are taking the equivalent of 6 FSU semester credit hours or less at the host university. Exceptions beyond 6 credit hours may be categorized as a “unique educational opportunity” and will be forwarded by the College’s Academic Dean’s office to the Vice President for Faculty Development and Advancement for further review.

Vice President for Faculty Development and Advancement:

- Reviews and approves exceptions if the student’s study falls in the last 30 semester credit hours and they are taking the equivalent of more than 6 FSU semester credit hours at the host university.

Program Director, Exchanges:

- Retains the approvals for the courses and study plan and sends the approvals to the FSU Registrar’s designee when the student returns with the official transcript from the recognized/accredited international host university, and the “Foreign Credential Evaluation and Translation”.
- Monitors the student’s completion of “Acknowledgement of Risk and General Release Form”, required FSU documents for transfer credit, and Student International Experience Plan (SIEP), and enters the FSU students’ dates, location and home emergency contacts information into a secure database.
- If the FSU student is requesting financial aid through the FSU Office of Financial Aid;
 - Obtains from the proposed international host university, prior to the student’s enrollment, the cost of the student’s attendance and agreement that the international host university will provide enrollment and scholarship information. Financial Aid is contingent upon the international host university

returning this information, which is requested in the “Study at an International University: Transfer Credit Agreement” form.

- Alerts the Office of Financial Aid that the student will be attending an international university, the dates of attendance, the number of equivalent FSU credits that they will be enrolled in as approved by the Foreign Credential Evaluation Agency, and the cost of attendance.
- Requests that the student and the international host university verify the student’s attendance in the specific approved courses. Financial Aid is contingent upon the international host university validating the student’s attendance.
- Confirms the student’s attendance with the Office of Financial Aid so that aid can be released.

The FSU Registrar:

- Upon receiving: a) the required approvals from the Program Director, Exchanges, b) the official transcript from the recognized/accredited international host university, and c) the “Foreign Credential Evaluation and Translation” the registrar’s office designee will review and post to the FSU transcript all grades and credit hours approved herein that the student earns from the recognized international host university. Such grades are averaged separately from grades earned at FSU.

The FSU Office of Financial Aid:

- Releases the FSU student’s financial aid once the required information is provided by the Program Director, Exchanges:
 - Cost of the student’s attendance.
 - Agreement that the international host university will provide enrollment and scholarship information.
 - The dates of attendance, the number of equivalent FSU credits that the student will be enrolled in as approved by the Foreign Credential Evaluation Agency, and the cost of attendance.
 - Verification of the student’s attendance in the specific approved courses.

Foreign Credential Evaluation Agency

- Contracts with the FSU student for a review of the official transcript to provide a “Foreign Credential Evaluation and Translation” of the credits, equivalencies and grades of the courses.

International Host University:

- Verifies that the international host university will issue an official transcript for the program, and accepts international non-degree seeking students.
- Processes the student’s application, tuition and/or registration fees established by that institution.
- Provides an official transcript for the program.

- If the FSU student is requesting financial aid:
 - Prior to the student's enrollment, fills out and returns to the Program Director, Exchanges the "Study at an International University: Transfer Credit Agreement" form, which provides the cost of the student's attendance and agreement that the international host university will provide enrollment and scholarship information.
 - Verifies the student's attendance in the specific approved courses.

Emergency Response

Prior to their departure FSU students participating in an international transfer credit program are required to register with the U.S. Embassy through the State Department website. Students must also sign the "Acknowledgement of Risk and General Release Form" by which the student agrees to hold harmless and to indemnify Florida State University from any liability for injury related to their participation in the program (including periods in transit to or from the destination.) This is monitored by the Program Director, Exchanges. The Program Director, Exchanges records FSU students' dates, location and home emergency contacts information in a secure database.

If the student and/or international host institution notifies the Program Director, Exchanges of a medical or other emergency situation involving the student, the Program Director, Exchanges will notify the Dean of Students and Vice President for Student Affairs so that a response to the emergency can be coordinated. The Program Director, Exchanges will also notify the student's emergency contact person and contact the U.S. Embassy to assist the student if appropriate.

SUPPORTING DOCUMENTS

- Study at an International University: Transfer International Credit Process/Timeline
- Study at an International University: Course Credit Transfer Application
- Study at an International University: Financial Aid Process
- Study at an International University: Transfer Credit Agreement

III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY

Florida Constitution, Article IX, Section 7, BOG Regulation 1.001(4) BOT Delegation to President, President Delegation to individual Vice Presidents. FSU Policy 2-1, Development of Policies-

Additional authorities pertaining to student financial aid and credits are

Board of Governors Regulation: 3.009 [Student Financial Aid].

Florida Statutes: 1007.01 [Articulation].

1009.40 [Student Financial Aid].

The Provost and Executive Vice President of Academic Affairs is responsible for announcing the policy and for monitoring mandatory compliance. Constituents are informed as each component is implemented. The Vice President for Student Affairs is responsible for supporting outbound students through the Center for Global Engagement. The Associate Vice President for Academic Affairs and the Program Director, International Initiatives are responsible for implementing and monitoring the policy.

Dr. Mary B. Coburn
Vice President for Student Affairs

Date: _____

Dr. Sally McRorie
Provost and Executive Vice President for Academic Affairs

Date: _____