

# Non-GT Overseas Program

## Credit Transfer

### Credit Transfer Policies and Procedures for NON-GT PROGRAMS

If you are a GT student participating in a Non-GT Program overseas, you should use the *Foreign Credit Approval Form for Non-GT Programs* (Non-GT FCA) to request approval for the courses to transfer to GT.

FCAs are available in the Office of International Education (OIE) or online at [http://www.oie.gatech.edu/sa/programs/#3\\_5](http://www.oie.gatech.edu/sa/programs/#3_5)

#### **There are four questions that must be answered when it comes to credit transfer approval:**

1. In principle, will GT accept courses for transfer from a Non-GT host institution?  
If the entity providing the transcript is an accredited institution of higher education, the answer is likely to be “Yes”. If, however, the host entity is an unaccredited language school, a company that organizes study abroad programs, or any other agency that is not an accredited institution of higher education, the answer to this question will be “No”.
2. Will the courses transfer and if so, what GT course is equivalent?  
This can be answered by the GT academic unit that teaches the equivalent course. For lower level courses and some elective courses the GT Registrar’s Office can provide approval.
3. How many credits can be transferred for each course taken abroad?  
See the answer for #2
4. Do I have to complete the Non-GT FCA in order to get credit on my GT transcript?  
**YES!** If you do not turn in your Non-GT FCA before you leave GT to go overseas, you put yourself at risk for not receiving any credit for the classes that you take while abroad. Also, you will be endangering your financial aid and especially your HOPE scholarship. **After being abroad, you cannot receive HOPE for the term that you return to GT until your overseas credits are posted to your GT transcript.** Please see the section on “Credit Transfer and Financial Aid” for more important information.

#### **The steps that you need to complete in order to transfer credit to GT are as follows:**

1. **Syllabi:** Obtain copies of the syllabi for the courses you are planning to take as part of the program abroad. Often, you will only be provided with short course descriptions rather than with full syllabi. The length of the course description required varies somewhat by academic unit. As a general rule, the person approving your credits will require full syllabi for courses that will count toward your major requirements, and will accept course descriptions for humanities, social science, and free electives. Please note that it is at the discretion of the individual in the GT academic unit or office to accept short descriptions or not. If the approver requires full syllabi, then you will have to obtain those from the host institution and provide them for review.
2. **Credit Hours:** Obtain information on the credit system of the institution that will issue a transcript for the course work you will take abroad. Different institutions count credits in different ways. At GT, a 3-hour course includes at least 37.5 “contact” hours, with most classes meeting 3 days per week for 50 minutes of lecture for 14 weeks. Lab hours are counted at a 3:1 ratio, with 3 hours in the lab being equivalent to 1 hour of lecture. The person approving your courses for transfer will need to know how the university issuing your transcript determines the number of credits a course carries. Fill in the top portion of the FCA form and the first column, “Courses to be taken Abroad.”
3. **Course Approvals:** Take the form, along with the course syllabi and information on credit hours, to the appropriate GT faculty or staff member for approval. The corresponding teaching unit on campus must approve course equivalents (e.g. Math courses should be evaluated by the School of Mathematics, etc.). A table of those responsible for approving transfer credit at GT is included on the last page of this handout.

4. Equivalencies: The type of credit transferred is at the discretion of the academic unit that teaches the course at GT. You might receive approval for regular GT courses, e.g. ECE 3610 or MGT 4030, or you might receive Humanities, Social Science, or free electives e.g. HUM 1XXX. If the faculty member agrees to approve courses for transfer, s/he should complete column two of the FCA, and sign in column three by each approved course.
5. Signatures: After the appropriate faculty member(s) have signed in column three, you will need to take the form to your major school for a signature. **There MUST be a signature on the “major school signature” line in order for the Registrar’s Office to transfer your credits to GT.**
6. You must sign and date the form, and you should keep a copy for your records.
7. Bring the form to the Office of International Education (OIE), Savant Building - Suite 211. The FCA form will be signed by OIE and then forwarded by OIE to the Registrar’s Office for signature.
8. The Registrar’s Office will return the FCA form to the Office of International Education (OIE) and it will be kept in your OIE file.

**You are encouraged to list more courses than you could possibly take during the time that you are abroad so that you will have some flexibility once you arrive at the program site. Courses could be offered at conflicting times, could be cancelled, or could not seem as interesting to you after the first lecture so it’s better to be prepared with some pre-approved “back-up” courses.**

In some cases, transfer credit is not awarded until the course work, exams, etc. are reviewed (as specified near the bottom of the FCA Form) so save your course work. You should save all of your notes, syllabi, exams, term papers, and textbooks so that, if requested, you will be able to provide extensive information on the content of your courses and the work you completed for those courses.

**What to do while you are abroad:**

After you arrive at the host institution, if you must register for courses that were not pre-approved, then you are encouraged to use fax or e-mail to obtain approval for these new courses. By fax, you should complete another FCA form by faxing a completed FCA form and the course syllabi to the appropriate departmental contact. If you choose to use e-mail as the method of communication, you should have the approver send an e-mail approval of the credit to transfer to GT. All e-mail approvals must be sent directly from the departmental contact to the Non-GT Study Abroad Advisor. All approvers of foreign credit are listed on the last page of this document. Sample e-mail to an approver:

Dear Professor/Dr. \_\_\_\_\_ ,

My name is [George P. Burdell] and I am a GT student participating in a Non-GT study abroad program to [XYZ University]. Unfortunately, I was unable to obtain foreign credit transfer approvals before departing the US, so I am now writing to ask for your approval for one of my courses abroad. I have attached the appropriate syllabus, translated into English, and information about the contact hours to this e-mail. Would you be able to review this information and then let my study abroad advisor know if you approve of this course for GT credit by e-mailing him/her at [\\_\\_\\_\\_\\_@oie.gatech.edu](mailto:_____@oie.gatech.edu) with the appropriate GT course number and number of GT credit hours? Please let me know if you need any additional information to make your evaluation possible.

Thank you,  
[George P. Burdell]

Once you have completed all course work abroad, request that an official copy of your transcript be sent to the Office of International Education at the following address:

**Georgia Institute of Technology  
Office of International Education  
Attn: Non-GT Advisor  
631 Cherry Street  
Savant Building, Suite 211  
Atlanta, GA 30332-0284 – USA**

### **How the process works once you have returned to GT:**

OIE will deliver your original transcript and a copy of the FCA Form(s), which you completed prior to your departure, to the Registrar's Office for processing.

Upon receipt of the official host transcript, the Registrar's Office will verify the FCA on a course-by-course basis. The foreign coursework must correspond in time and content to an equivalent course offered at GT in order to receive any GT credit. Additionally, credit will only be transferred to GT if you have earned the GT equivalent of "C" grade or higher in the foreign course. You will not receive a grade on your GT transcript for any courses transferred. Instead, you will receive a grade of "GT" on your transcript for each course signifying Foreign Transfer Credit. GT does not allow grades to transfer from other institutions. Your GT academic GPA will not reflect your foreign coursework; however, HOPE and other financial aid programs do use your foreign letter grades to determine your eligibility to receive financial aid at GT. Therefore, your grades do matter! **Please note that some universities allow students who do not pass a course to retake their exams during a "make up" period, usually after the semester is over. GT DOES NOT allow you to retake your exams once the semester is over, even if this is the host university's policy.**

#### **Note:**

*Though there is a process in place to appeal grades that you earn on GT's campus, the same appeal system will likely not be in place at overseas universities. Please do not count on being able to have a grade changed during or after any study abroad program.*

Should the documentation presented not be in a transcript format (listing course titles, hours of credit and a grade evaluation), you may take an exam for advanced standing credit in the appropriate GT course. Advanced standing credit is similar to the credit that new students at GT receive for taking Advanced Placement classes (AP Classes) in High School. Please contact the Registrar for more information.

Please note that if you intend to graduate soon after completing a study abroad program, you should speak with the university or organizer of the program to be sure that you will receive your transcript early enough to complete degree certification requirements at GT. Even if you are graduating one semester after your program abroad, you are still advised to inquire about this since some universities take months to prepare and send transcripts of course work completed abroad.

#### **Credit transfer and financial aid:**

If you receive HOPE or other forms of financial aid, you **MUST** have the Non-GT FCA completed and submitted to the OIE **before** your program begins. If you do not submit this form before you depart, you will not be awarded financial aid for the term that you are overseas. Additionally, if you do not have the credits approved to transfer to GT, you may not receive academic credit for your courses, which can keep you from receiving financial aid for the term that you plan to return to GT.

**HOPE: Transfer credits are counted towards your HOPE hours even if you did not receive the scholarship for that semester. Please see your Financial Aid Advisor for details.**

## Contact List to Request Approval for International Transfer Credit

Type of Credit for which you are requesting approval <i>(all are for undergraduate approval unless otherwise specified)</i>	Contact Person	E-mail address
Elective Credit (Social Sciences, Humanities, Free Electives)	REGISTRAR'S OFFICE: Angie Williams (A-L) Makesia Scott (M-Z)	angie.williams@registrar.gatech.edu makesia.scott@registrar.gatech.edu
Aerospace Engineering/AE	Lakshmi Sankar	lakshmi.sankar@aerospace.gatech.edu
Applied Physiology/HPS	Joy Daniell	joy.daniell@ap.gatech.edu
Architecture/ARCH/COA	George Johnson James Spencer	george.johnston@coa.gatech.edu james.spencer@coa.gatech.edu
Biology/BIOL	Jung Choi	jung.choi@biology.gatech.edu
Biomedical Engineering/BME	Paul Benkeser	paul.benkeser@bme.gatech.edu
Building Construction/BC	Karen Houston	karen.houston@coa.gatech.edu
Chemical & Biomolecular Engineering/ChBE	Pradeep Agrawal	pradeep.agrawal@chbe.gatech.edu
Chemistry & Biochemistry/CHEM	Bill Baron	bill.baron@chemistry.gatech.edu
Civil & Environmental Engineering/CEE	Mary George	mary.george@ce.gatech.edu
City Planning/CP	Dracy Blackwell	dracy.blackwell@coa.gatech.edu
College of Engineering/COE (2001 & 3001)	Larry Jacobs	laurence.jacobs@ce.gatech.edu
Computer Science/CS -Undergraduate Students -Graduate Students	Cathy Dunnahoo Lisa Guethlein	cathy.dunnahoo@cc.gatech.edu lgueth@cc.gatech.edu
Earth & Atmospheric Sciences/EAS	Dana Hartley	dana.hartley@eas.gatech.edu
Economics/ECON <b>**Please provide full syllabus when asking**</b>	Usha Nair-Reichert	usha.nair@econ.gatech.edu
Electrical & Computer Engineering/ECE	Claudia Ford	claudia.ford@ece.gatech.edu
Health Performance Science/HPS	Joy Daniell	joy.daniell@hps.gatech.edu
History, Technology & Society/HTS	Amy D'Unger Bill Winders	amy.dunger@hts.gatech.edu william.winders@hts.gatech.edu
Human Computer interaction/HCI	David White	david.white@cc.gatech.edu
Industrial Design/ID	Troy Whyte Abir Mullick	troy.whyte@coa.gatech.edu abir.mullick@coa.gatech.edu
Industrial & Systems Engineering/ISyE	Chen Zhou	chen.zhou@isye.gatech.edu
International Affairs/ INTA	Kirk Bowman	kirk.bowman@inta.gatech.edu
Literature, Communication & Culture/LCC	Shannon Dobranski	shannon.dobranski@lcc.gatech.edu
Mathematics/MATH -For first and second year courses -For third and fourth year courses -For graduate courses	Undergraduate Program Office Enid Steinbart Graduate Program Office	ugcomments@math.gatech.edu enid.steinbart@math.gatech.edu grad-coordinator@math.gatech.edu
Materials Science & Engineering/MSE -Undergraduate Students -Graduate Students	Brent Carter Susan Bowman	brent.carter@mse.gatech.edu susan.bowman@mse.gatech.edu
Mechanical Engineering/ME	David Sanborn	david.sanborn@me.gatech.edu
Management/MGT/ACCT -Undergraduate Students  -Graduate Students	Judy Reese (A-Han) Raziya Chapman (Hao-P) Lindsay Green (Q-Z) Ann Scott	judy.reese@mgt.gatech.edu raziya.chapman@mgt.gatech.edu lindsay.green@mgt.gatech.edu ann.scott@mgt.gatech.edu
Modern Languages/foreign language credit	David Shook	david.shook@modlangs.gatech.edu
Music /MUSI	Frank Clark Corissa Jones	frank.clark@music.gatech.edu corissa.jones@music.gatech.edu
Physics/PHYS	Brian Kennedy	brian.kennedy@physics.gatech.edu
Polymer, Textile & Fiber Engineering/PTFE	Mary Lynn Realf	marylynn.realf@ptfe.gatech.edu
Psychology/PSYC	Greg Corso	greg.corso@psych.gatech.edu
Public Policy/PUBP/POL/LAW/PST -Undergraduate Students  -Graduate Students	Richard Barke (PUBP & POL) Bob Pikowsky (LAW) Michael Hoffmann (PST) Johnnie Sawyer	richard.barke@pubpolicy.gatech.edu robert.pikowsky@pubpolicy.gatech.edu michael.hoffmann@pubpolicy.gatech.edu johnnie.sawyer@pubpolicy.gatech.edu

This handout was created by the Office of International Education (OIE) and approved by the Registrar's Office. Direct any questions about this handout to the Office of International Education, Georgia Institute of Technology, Savant Building, Suite 211; Atlanta, GA 30332-0284; Email: [study.abroad@gatech.edu](mailto:study.abroad@gatech.edu); Phone: 404-894-7475.