

# Foreign Credit Transfer Instructions

## Credit Transfer Policies and Procedures for GT EXCHANGE

- Students going on a GT Exchange Abroad Program for a semester or summer must use the *Foreign Credit Approval Form for GT Exchange Programs* (FCA) to request approval for foreign courses to transfer to GT. The completed FCA should be submitted to the Office of International Education (OIE) before departure from the U.S.
- FCAs are available in the OIE or online at <http://www.oie.gatech.edu/sa/forms/>.
- **Two things to consider about foreign credit approval for GT exchanges:**
  1. Will the courses transfer to GT? If so, which GT courses are equivalent and how many credit hours can be transferred?  
*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.*
  2. Do I have to complete the FCA in order to participate in the program and receive credit on my GT transcript?  
**YES!** *ALL students are required to submit a FCA to OIE as a requirement of participation in GT Exchange Programs. If you do not turn in an FCA before leaving GT, you might not receive any credit for classes taken abroad. Also, you will be endangering your eligibility to receive future financial aid/loans/scholarships/HOPE.*
- **The steps for GT foreign credit transfer are as follows:**
  1. Obtain copies of the syllabi for the courses you are planning to take as part of the program abroad. Visit the OIE web site at <http://www.oie.gatech.edu/sa/programs/#1> and then click on your program to find the link to course information on the host institution's web site. Often, you will only be provided with short course descriptions rather than full syllabi. The length of the course description required varies by academic unit. Please note that it is at the discretion of the GT academic unit to accept short descriptions or not. If the approver requires full syllabi, then you have to obtain them from the host.
  2. Obtain information on the host institution's credit system. Credit transfer ratios for each GT exchange program are listed on the back of the FCA. For GT exchanges, this can also be obtained from OIE's web site: <http://www.oie.gatech.edu/sa/programs/#1>. (Look under the "Credit Transfer Information" area of your program's webpage.) 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/week for 50 minutes of lecture for 14 weeks. Lab hours are counted at a 3:1 ratio (3 hours of lab is equivalent to 1 hour of lecture).
  3. Fill in the top portion of the FCA form and the first column, "Courses to be taken abroad."
  4. Take the form, course descriptions/syllabi, and credit system info, to the appropriate GT faculty/staff member for approval. A list of approvers is included on the last page of this handout.
  5. The approver completes column two of the FCA, signs in column three by each approved course, and then checks the appropriate type of approval in column four/five if s/he agrees to approve courses for transfer. 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 you might receive elective credit e.g. ECE 3XXX.
  6. After the appropriate faculty members have signed in column three, you will need to take the form to your MAJOR school for signature. The major school signature is required, even if you will not take major courses abroad.
  7. You must sign and date the form and you should keep a copy for your records.

8. Bring the form to the OIE, Savant Building - Suite 211. The FCA form will be signed and forwarded by OIE to the Registrar's Office for Signature.
  9. The Registrar's Office will return the FCA form to OIE and it will be kept in your file.
- You are strongly encouraged to list extra courses as "back-ups" 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 be prepared with some pre-approved "back-up" courses.
  - In some cases, transfer credit is not awarded until course work, exams, etc. are reviewed. Save all 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.
  - **Additional foreign credit approvals while abroad**
    1. After arrival at the host institution, if you find that you must register for courses that were not pre-approved, then you should use e-mail to obtain approval for the new courses.
    2. You should ask the approver to send an e-mail of approval directly to your Semester Study Abroad Advisor. Please ask that they include the appropriate GT course number in their e-mail.
    3. Contact information for GT faculty is available online, usually through the web page of the faculty member's academic unit. All approvers of foreign credit are also listed on the last page of this document.
    4. Please keep in mind that when contacting approvers, you should be courteous and provide all information necessary as well as any additional information that he/she may request in an appropriate and timely manner.
    5. Example e-mail to an approver:

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

My name is George P. Burdell and I am a GT student participating in GT's official exchange program with \_\_\_\_\_ 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, 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 with the appropriate GT course number? Please let me know if you need any additional information to make your evaluation possible.

Thank you,  
George P. Burdell
- At the conclusion of your program, please request that an official transcript to be sent to OIE:

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

- **How the Process works once you have returned to GT**
  1. OIE delivers your original host transcript, VEA, and FCA Form to the Registrar's Office for processing.
  2. Upon receipt of the official host transcript, the Registrar's Office verifies the FCA. The foreign coursework must correspond in time and content to an equivalent course offered at GT in order to receive GT credit.
  3. Credit will only be transferred to GT if you have earned the GT equivalent of a "C" grade or higher in the foreign course. No course abroad is taken on a pass/fail basis; you will receive letter grades for all of your foreign courses!
  4. You will not receive a grade on your GT transcript for any courses transferred. GT does not allow grades to transfer from other institutions, only credits. 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!
  5. Please note that some universities allow students who do not pass a course abroad 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 you have returned to the U.S., even if this is the host university's policy.
  6. Please do not count on being able to have a grade changed during or after any study abroad program.
  7. If you will not receive an official transcript for a course that you took abroad, you may be able to take an exam for Advanced Standing credit for the appropriate GT course. Please see the catalogue (<http://www.catalog.gatech.edu/rules/12b.php>) or contact the Registrar for more information.
  8. Please note that if you intend to graduate soon after completing an exchange program, you may not receive your transcript early enough to complete degree certification requirements at GT. Some universities take months to prepare and send transcripts of course work completed abroad.
  
- **Credit Transfer and Financial Aid**
  1. If you receive HOPE or other forms of financial aid, it is especially important that you complete the FCA **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.
  2. If you do not have the credits pre-approved to transfer to GT, you may not be able to receive credit for your courses, which can affect your eligibility to receive financial aid for the term that you plan to return to GT.
  3. 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.

## 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	Karen Houston	karen.houston@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 Realff	marylynn.realff@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.