Request for Approval of Study Abroad Courses

PLEASE NOTE:
Effective June 1, 2004, there is a $25 charge per credit hour for review and posting of transfer credit for continuing USF students. NOTE: Thirty of the last 36 hours before graduation must be taken at USF.

Completed by Student:
Name ____________________________   Student ID# ____________________________   Class Level: Fr   So   Jr   Sr
Major ____________________________   2nd Major ____________________________   Semester you plan to graduate ____________________________
I am requesting approval to transfer the following courses from ____________________________ to be taken ____________________________.

(college/university/program provider) (semester / year)

I plan on taking _________ hours at USF during the semester I take this(se) course(s). (Must be completed. Any hours over 18 TOTAL is an overload and must be specifically approved by the dean of your college. Unapproved overload transfer hours will NOT be transferred.) Courses must be taken in the term approved. If courses are taken a different term, they must be approved again.

<table>
<thead>
<tr>
<th>Host Univ. Course Dept.&amp; No.</th>
<th>Host University Course Title</th>
<th>Host Univ. Credit Hours</th>
<th>USF Course Equivalent or Requirement Fulfilled</th>
<th>USF Credit Hours</th>
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I understand that grades must be “C” or better in order for the University of St. Francis to accept the work. Upon completion of my coursework, I must request a copy of my transcripts to be sent from the institution listed above to the Registrar’s Office at St. Francis.

Student Signature ____________________________   Date __________

Approval of Advisor ____________________________   Approval of Dean/Assoc. Dean ____________________________   Approval of International Programs Office ____________________________

Completed by Registrar:
O Approved
O Approved – because you have reached the maximum number of hours transferable from a community college, we will substitute the course(s) listed above for elective hours you transferred in earlier.
O Denied

Registrar’s Signature ____________________________   Date __________