





## University of South Alabama Study Abroad Transient Credit Approval Form

### Addendum Courses: This section is for course modifications while abroad

Part A: Student Completes based on Host Institution's Course Work

Part B: USA Advisor or College/Department Designee Completes

Transient Courses

Subject	Course#	Course Title	Host Credits (e.g. ECTS)
<b>Total Transient Course Credits</b>			

USA Course Equivalents

Subject	Course#	Course Title	USA Credits	Substituted for USA Course (If Applicable)	Initials: course counts for program of study
<b>Total USA Equivalent Course Credits</b>					

#### Approvals and Signatures

Student Print

Advisor Print

College Level Approver Print

OIE Reviewer Print

Registrar Print:

Student Signature: \_\_\_\_\_

Date

Advisor Signature: \_\_\_\_\_

Date:

College Signature: \_\_\_\_\_

Date:

OIE Signature: \_\_\_\_\_

Date:

Registrar Signature: \_\_\_\_\_

Date:

### Transient Credit Approval Form Instructions

**Important Information:** This form is for students who plan to study abroad at an institution or provider other than the University of South Alabama. For a student to earn credit from an international institution, the Office of International Education (OIE) requires prior approval of all primary and alternate courses. The students' appropriate academic unit evaluates these courses prior to the study abroad experience and this form documents that evaluation. Transfer credit for course(s) not approved on this form prior to a program's start date **is not** guaranteed. The student is responsible for ensuring an official transcript be mailed to OIE when the course(s) are completed.

1. **Students** must complete this form prior to departure. Attach a course description with course number and credit hour information for each non-previously evaluated course. Find previously evaluated courses on the [USA Transfer Evaluation System](#). **Students** must take this form with course descriptions to their designated academic advisor.
2. **Advisors** will complete the USA Subject, Course Number, Course Title, and credit hours equivalent. [See USA Credit Conversion Policy](#). If transient credits  $\neq$  USA credits rewrite transient course information plus (A) then indicate the USA course it substitutes.
3. **Advisors or a College/Departmental Designee** will determine if the course will count towards the student's degree with their initials next to the course.
4. **College Level Approval is** required for some academic units. Please see OIE for details.
5. **Students** or **Advisor** emails form signed by advisor and college level approver (if applicable) with course descriptions and syllabi information to the OIE.
6. **OIE** reviews the TCA and submits it with the course description information to registrar to sign.
7. The **USA Registrar's office** verifies course info and credit hour equivalency and provides last signature.
8. The **registrar** returns the TCA with all signatures to the **OIE**. OIE uploads it to the students file.
9. **Addendum Courses:** If a student needs to change approved courses **while abroad** they must list the new courses in the addendum section and receive all university signatures as stated above. The student should email both the already complete page 1 and page 2 of this form with addendum course information to their academic advisor, with their OIE advisor copied. OIE will upload the updated form to the student's file.