



Instructions for **EDUCATION ABROAD COURSE APPROVAL FORM**

Students: PLEASE READ CAREFULLY!

The Education Abroad Course Approval form serves the following purposes:

- Shows communication between the education abroad participant and the student's Academic Advisor and/or Chairperson to prevent confusion as to how the courses will substitute when the student returns from their education abroad program. (*Note: this form does not take the place of the MTSU Course Substitution Form*).
- Provides the Office of EA and MTSU Admissions with a listing of approved courses, which makes for an easier transition when international transcripts are received at the end of the program, if applicable.
- As all education abroad participants **must be taking courses which are required to complete their MTSU degree in order to receive federal aid**, the Office of EA will share a copy of this form with the Financial Aid Office, upon request, so the student's aid can be released. Note to students: If you are taking courses towards a major/minor in which you have not declared, your federal aid may not be released.

Education Abroad Participant instructions:

- If you are participating on a MTSU Faculty-Led, TNCIS, CCSA, COST, or Independent Study program you should list the name of the course(s) you will be taking while abroad on the left column. You will actually be enrolling into MTSU courses for your program.
- If you are participating on a CIEE, ISA, ISEP, GlobalLinks, KIIS, LAC, USAC, or non-MTSU Affiliated program, you will list the courses that you plan to enroll in at the international host university while abroad on the left column. **Note for semester or full year participants:** The Office of EA highly recommends that you list **at least six courses for each semester you plan to be abroad**. Because you will not register for your actual courses until you arrive at your host university, you will need to have several courses pre-approved in the event that some are full or scheduling conflicts arise. Full-year students should complete **two forms**, one for each semester.
- All students should schedule a time to meet with their Academic Advisor/Dept. Chair in order to have this form signed and submitted to the Office of EA by the Pathway Packet deadline for your term abroad. Please give the faculty/staff at least two weeks' notice when requesting a meeting and be prepared that course equivalency decisions may require more than one meeting. You should bring course descriptions and syllabi, if available and applicable, to this meeting. You should also bring the "Instructions for Course Approval Form" with you in addition to the actual Course Approval Form.

Academic Advisor/Department Chair instructions:

- Thank you for taking the time to assist our Education Abroad hopefuls through the process of pre-approving the courses they will enroll in while abroad! Please review the study abroad course information which should be provided to you by the student to determine the MTSU Course Equivalency. If for some reason you are unable to determine the exact course equivalencies, please feel free to contact our office so we can assist the student in finding the needed materials to make these decisions. Please be aware that students will usually request a meeting with you before they are actually accepted into their education abroad program as equivalencies are typically determined prior to application deadlines. **For students who are enrolling into MTSU courses (ex: Fac-Led) simply rewrite the MTSU course name in MTSU Equivalency column.**



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Student Printed Name and M# _____ Do you receive federal financial aid at MTSU? Yes ___ No ___

Term/Program/Country (ex. Spring 2013, ISA, Peru): _____ How many credit hours will you be enrolled in while abroad? _____

Courses to be taken at host university <i>(To be completed by student)</i> Please list course title, number, hours	MTSU Equivalency <i>(To be completed by Advisor/Dept Chair)</i> Please list course title AND number	MTSU degree requirements satisfied <i>(To be completed by Advisor/Dept Chair)</i> Please list major, minor, required electives, general education, etc. and credit hours.		Academic Advisor/Dept. Chair approval <u>Please print name AND sign</u>
			___ hrs.	

I understand the instructions provided and agree to contact my Advisor/Dept. Chair while abroad should I enroll into courses that are not listed above. I also understand that failure to enroll in the courses listed above may require paying back federal Financial Aid funding.

Student Signature: _____ Date: _____

Academic Advisor/Department Chair comments:
