

## Education Abroad Participants

1. Students must schedule a meeting with the College Advisor and/or Faculty Advisor to review this form. Students must bring the description/syllabus of each course they plan to take for the advisor to determine the equivalency of MTSU courses and match to the degree plan.
2. Students must create separate forms for major, minor, and general education courses and seek the appropriate signatures on each.
3. Credit hours earned abroad will transfer based on the established conversion listed on the green section of the form. Departments may work with students after the credit has been transferred back to MTSU to make changes, if necessary.
4. The course level –lower-division or upper-division – is determined by the level of the course taken at the university abroad. A lower division course taken abroad can only be transferred to MTSU as a lower-division course. For example, PS 333 is lower division at the university in Scotland. The course equivalency at MTSU is PS 4850. In this scenario:
  - The course transfers back as PS 4850.
  - Even though PS 4850 is considered an MTSU upper-division course, the course level transfers back as lower division because it is lower division abroad.
5. Please list planned courses and 2-3 backup courses for each term. Obtain pre-approval for all courses including backups. Total hours planned abroad should not include backups.
6. Academic Year participants **must complete two forms**, one for each semester abroad. Academic year participants who will use financial aid may not take full-year courses abroad (e.g., a course that spans two semesters).
7. Students seeking financial aid for the study abroad term should meet with the Office of Financial Aid for aid eligibility. Only courses required for the degree plan will qualify for federal aid.
8. Summer Credit hours
  - Undergraduate students participating in a summer education abroad program may take a maximum of 12 U.S. credit hours abroad.Semester and Academic Year Credit hours
  - Undergraduate students participating on a semester/academic year abroad program must take a minimum of 12 U.S. credit hours but no more than U.S. 18 credit hours abroad.

[OEA@mtsu.edu](mailto:OEA@mtsu.edu)

Jones Hall 152  
615-898-5179

# Course Approval Form for Education Abroad

Form \_\_\_\_ of \_\_\_\_

This section to be completed by **MTSU Office of Education Abroad** OEA@mtsu.edu Box 127, Jones Hall 151 Phone +1 615 898 5179

Name	M #	Email	@mtmail.mtsu.edu	Date
Program name (e.g., USAC Business in Thailand)	Year Abroad 20 <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Spring Break <input type="checkbox"/> Winter		Need Financial Aid for the Program? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
Credit Equivalencies <input type="text"/>	International Study Program credit hours = <input type="text"/> MTSU credit hours (e.g., 2 International credit = 1 MTSU credit)			

The student must work with the major/minor advisor to list the course equivalency and obtain approvals by the Department Chair and College Dean to ensure proper transfer of credits. **If the courses are in different departments, please use one form for each department.**

Scan any notes and/or supplemental documentation and include them as a PDF when submitting this form.

This section to be completed by: <b>Student working with Faculty Advisor</b> <b>COURSES TAKEN ABROAD</b>				This section to be completed by: <b>College Advisor</b> <b>HOW COURSE APPLIES TO PROGRAM OF STUDY</b>				
List planned courses below. Two or more alternative courses recommended.		Total hours planned abroad		Major				
				Minor				
Abroad Course Number & Title	Credit	Level UD/LD	MTSU Course Number & Title	Credit	Satisfy CPoS?	Applies to degree as	Approval for	Level UD/LD

**Signature required after all sections are completed**

Faculty Advisor	Reviewed by College Advisor	Approved by Dept. Chair	Approved by College Dean	Approved by Education Abroad
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**Students must upload the approved form to their application portal at [mtsu.edu/abroad](https://mtsu.edu/abroad) and submit to Financial Aid if requested.**

**Student acknowledgement and signature:** I understand that it is my responsibility to work with my advisors to complete the "Course Approval Form" before participating in education abroad programs that are not taught by MTSU Faculty and seek new approvals should I enroll in courses not listed on this form. I understand that failure to enroll in the approved courses may impact my financial aid and credit transfer.

**Student Signature**  **Date**