



Instructions for EDUCATION ABROAD COURSE APPROVAL FORM

Education Abroad Participant instructions: Students: PLEASE READ CAREFULLY!

1. 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 prior to your departure 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 (if you cannot find these details – call us for assistance!) You should also bring the “Instructions for Course Approval Form” with you in addition to the actual Course Approval Form.
2. If you are participating on a program in which you will be receiving an MTSU transcript, 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, so your Academic Advisor can simply repeat the course name in the equivalency column.
3. If you are participating on a program in which you will receive a non-MTSU transcript, you will list the courses that you plan to enroll in at the international host university while abroad on the left column and ask your Academic Advisor(s) to list the MTSU Course Equivalency on the right and sign. **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 approved in the event that some are full or scheduling conflicts arise. Full-year students should complete **two forms**, one for each semester. It is your responsibility to update this form, and obtain signatures, while abroad if you choose not to enroll in the courses listed and approved.
4. Students seeking federal, state, and institutional assistance should confer with the Financial Aid Office regarding aid eligibility. Please be aware that only the credit hours/courses taken abroad ***which are required*** for your MTSU degree will qualify for federal aid (which is one of the reasons this form is so important!) 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: If you are taking course(s) towards a major/minor in which you have not declared, your federal aid may not be released.*
5. Reminder: As listed on the EA website, undergraduate students participating on summer education abroad programs are permitted to transfer a maximum equivalence of 12 U.S. credit hours for the entire summer term. Undergraduate students participating on semester/ year education abroad programs are permitted to transfer a maximum equivalence of 18 U.S. credit hours per semester, and **must** be enrolled in a minimum equivalence of 12 U.S. credits per semester.

Academic Advisor/Department Chair instructions: Thank you for taking the time to assist our Education Abroad hopefuls through the process of establishing course equivalencies for their education abroad program! Please review the study abroad course information which should be provided to you by the student to determine the MTSU course equivalents. If for some reason you are unable to determine the exact course equivalencies, please feel free to contact our office so we can assist you and 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 _____ M# _____ Do you receive federal financial aid at MTSU? Yes ____ No ____

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

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

Student Signature: _____ Date: _____

Academic Advisor/Department Chair comments:
