

Education Abroad Participants

1. Students should schedule a time to meet with the Academic Advisor and/or Faculty Advisor to review this form. Bring the course description/syllabus of each course you would like to take abroad to this meeting. The Advisor will use these to determine if the courses are appropriate for your degree plan.
2. Students should create separate forms for major, minor, or general education courses and seek the appropriate signatures on each. Students taking foreign language course(s) should also visit the World Languages, Literatures, and Cultures Department to seek approval of language courses appropriate to the degree plan.
3. Credit hours earned abroad will transfer based on an established conversion. Ex: Many European university courses operate on the ECTS credit system. Credit earned abroad will transfer back based on an established conversion rate. Credit equivalencies may vary and OEA will provide documentation to students and advisors regarding equivalency. Departments may work with students after the credit has been transferred back to MTSU to make changes, if necessary.
4. The course level – either lower-division or upper-division – is determined by the level of the course taken at the study abroad university. If the course taken abroad is considered lower-division, it may NOT transfer back to MTSU as upper-division. This is regardless of what the actual MTSU *course equivalency* is determined to be. Ex: Course PS 333 is lower-division at the university in Scotland. It has been determined by MTSU that the course equivalency is PS 4850. In this scenario:
 - The course transfers back as PS 4850
 - The course level transfers back as lower-division because it is lower-division abroad, even though PS 4850 is considered an MTSU upper-division course
5. Semester and Academic Year participants: We recommend you list planned courses and 2-3 backup courses for each semester you will be abroad. Seek pre-approval for all courses including back-ups. You can list back-ups on the same form as your intended courses, if you prefer.
6. Academic Year participants should complete two forms, one for each semester abroad. Academic year participants who will use financial aid may not take full-year courses abroad (ex: a course that spans the fall and spring terms).
7. Students seeking any type of financial aid assistance for the study abroad term should meet with the Office of Financial Aid regarding aid eligibility. Only courses considered required for the degree plan will qualify for federal aid (federal direct loans and Pell Grant).
8. Credit hours – Summer
 - Undergraduate students participating on a summer education abroad program may take a maximum of 12 U.S. credit hours abroad.Credit hours – Semester and Academic Year
 - Undergraduate students participating on a semester/academic year program must take a minimum of 12 U.S credit hours abroad and may take up to 18 credit hours abroad.

Advisors

Please feel free to contact our office so we can assist with course descriptions and syllabi, as you need them.

educationabroad@mtsu.edu

Peck Hall 207
615-898-5179

The Office of Education Abroad will provide a copy of the completed form(s) to the appropriate Advisor.

Please route to the Office of Education Abroad when form is complete. Send to educationabroad@mtsu.edu or Campus box 127.

EDUCATION ABROAD COURSE SUBSTITUTION FORM

Student Name	M#	MTSU email
Program Name & Country (ex: ISA Business & Culture, Peru)	Term Abroad (ex: fall 2020)	Number of U.S. credit hours to be taken abroad:
College Advisor Name (<i>for processing</i>)	Approval is requested for: <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> General Ed	
Do you plan to use federal financial aid for your study abroad program? (<i>Federal aid includes federal direct loans or Pell Grant</i>) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure		

Student completes					Advisor/Department Completes				
REQUIREMENT - COURSES TAKEN ABROAD					SUBSTITUTION REQUESTED - MTSU COURSE EQUIVALENCY <i>If federal financial aid will be used, direct equivalencies are REQUIRED.</i>				
Course Prefix	Course Number	Course Title	Credit Hrs. Abroad	LD/UD	Course Prefix	Course Number	MTSU Course Title for Equivalency	Does course satisfy outstanding degree req?	Credit hours
Ex: PS	PS40	Human Rights Violations in Latin America	3	UD	PS	4030	Human Rights		3

To be accepted, the Course Substitution Form must be completed in its entirety by the appropriate major/minor advisor and approved by the appropriate department chair and college dean BEFORE being submitted to the Office of Education Abroad.

SIGNATURES

Recommended by Advisor	Approved by Chair	Approved by Dean
Please route to Office of Education Abroad after signatures - Campus Box 127 or educationabroad@mtsu.edu		

Student acknowledgement: I understand the instructions provided and agree to contact my Advisor/Dept. Chair while abroad should I enroll into courses not listed on this form. I agree to share information about any additional courses approved or course changes with the Office of Education Abroad. **I also understand that failure to enroll in the courses listed may require paying back federal Financial Aid funding, as well as possible transfer credit issues.**

Student signature: _____ Date: _____