

Education Abroad Participants

This form is only for courses added while abroad (ex: during orientation or the first week of the semester) or those that were not preapproved and are on the student study abroad transcript.

1. Students who are abroad need to email their Academic Advisor with new course information for review and approval. The Office of Education Abroad is no longer able to accept emailed approvals for courses taken abroad but can help facilitate the sharing of the form with the Advisor or Department to obtain signatures, if necessary.
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.
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 is determined by MTSU that the course equivalency is PS 4850. In this scenario:
 1. The course transfers back as PS 4850
 2. The course level transfers back as lower-division because it is lower-division abroad
5. 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).
6. 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).
7. Credit hours – Summer
 1. 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
 2. 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 – CHANGE FORM FOR UPDATED REGISTRATIONS ONLY

Student Name		M#	MTSU email
Reason for Course Approval Change/Update:	<input type="checkbox"/> Courses changed during host university/program registration at beginning of semester	<input type="checkbox"/> Course taken was not preapproved but is listed on host university or program abroad transcript	
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	
Are you using 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: _____