

MSU CO-SPONSORED STUDY ABROAD PROGRAM COURSE APPROVAL REQUEST FORM

STEP 1 – To be filled out by STUDENT

Name: _____ Personal ID Number: _____ E-mail: _____
 Phone: _____ Major: _____ College: _____ Number of Completed Total Credits: _____
 Name of Host Institution: _____ Location (city, country): _____
 Dates of Attendance Abroad (month/year): From _____ to _____ Semester Abroad: _____

STEP 2 – To be filled out by STUDENT, ADVISER, and ACADEMIC UNIT

Please thoroughly read *Instructions for Completing the MSU Co-sponsored Study Abroad Program Course Approval Request Form* (on the reverse) before continuing. The first three columns must be completed with your academic adviser. Speak with your college study abroad contact (<http://studyabroad.msu.edu/advisers/gcaf.html>) for completion of the remaining portion. If you should enroll in different courses upon arrival, contact your college contact so he/she can complete this form on your behalf. Bring home all course syllabi as evidence of your course structure and content.

COURSES TO BE TAKEN ABROAD

Course code and number	Course title at host institution - in original language - Title (no abbreviations)	# of credits abroad	If it will count as an MSU equivalent course or substitution, indicate: course code, number, and title; general equivalency and level or waived equivalency (to be completed only by dept/college offering equivalency)	Special topics? (at host institution)	Enter # MSU credits under appropriate grading option*:			Authorized department representative signature	Date
					G	CR-NC	TC		

*See <http://www.reg.msu.edu/> (Co-sponsored Study Abroad Programs) for approved subject areas (the subject taken abroad, not its equivalency at MSU); G = graded; CR-NC = Credit-No Credit; TC = Transfer Credit. See #6 and #7 on reverse side for an explanation. The number of credits will be based on the grade and credit conversion chart for this institution (also available at this site). Courses that do not fall within the list of approved subject areas as defined by this co-sponsored program will be considered transfer credit.

STEP 3 – To be completed by ADVISER

How will these courses apply toward the student's degree requirements? Please add any additional comments (if applicable):

Name (print): _____ Signature: _____ Title: _____ Campus Address: _____ Date: _____

STEP 4 – Signatures below to be obtained by STUDENT for approval of course equivalents

Assistant Dean or Designee of student's primary college: _____ Date: _____

Assistant Dean(s) of other college(s) affected (if any): _____ Date: _____

STEP 5 – Final review by the OFFICE OF STUDY ABROAD

Office of Study Abroad representative: _____ Date: _____

Following final review, a copy will be sent to student and posted on the electronic student file. The original will be retained in OSA.

Submit signed original form for distribution to the Office of Study Abroad, 109 International Center, Tel: (517) 353-8920, Fax: (517) 432-2082; E-mail: studyabroad@osa.msu.edu



Instructions for Completing the Michigan State University Co-Sponsored Study Abroad Program Course Approval Request Form

On the reverse of these instructions is the *Michigan State University Co-Sponsored Study Abroad Program Course Approval Request Form*. This form and instructions are also available at the Office of Study Abroad or on the Web at <http://studyabroad.msu.edu/forms/index.html>. Also check the Grade and Credit Conversion and a list of previously-taken courses for your program on the Web at <http://www.reg.msu.edu/> (see "Co-sponsored Study Abroad Programs"). This form allows you to have your intended courses evaluated for MSU credit prior to enrolling abroad. This form can be used before, during or after studying abroad.

The purpose of this instruction sheet is to give assistance and direction to Michigan State University students who plan to participate in an MSU co-sponsored study abroad program. This information pertains only to undergraduate students.

Co-sponsored programs may yield MSU credit and grades, CR-NC courses, or transfer credits. Equivalencies may be found:

- a) <http://www.reg.msu.edu/ROINFO/CSSAP/CSSAPmain.asp>: Credit earned within approved subject areas will be listed on the MSU transcript with the course title from abroad, credits, and CR/NC or earned grades converted into the equivalent MSU grade. This is based on the course taken abroad, NOT its equivalency at MSU. The grades you earn will become part of your MSU GPA calculation.
- b) <http://transfer.msu.edu/>: Credit earned outside of approved subject areas will be listed as transfer credit (TC) on the MSU transcript with a notation of the host institution and the total number of transferred credits but not the individual courses.

Use these instructions as a checklist to complete the *Co-Sponsored Study Abroad Program Course Approval Request Form*.

- Meet with your academic or faculty adviser** to discuss all aspects (timing, course selection, etc.) of how you might best incorporate study abroad into your academic program. Your adviser can help you to narrow your focus toward appropriate study abroad programs to investigate and may have some specific programs to recommend that would fit your situation. In consultation with your adviser, **select the co-sponsored program** that best fits your needs and interests.
- With guidance from the Office of Study Abroad (OSA), determine how and where you can **obtain course descriptions**. You may use host institution catalogs, available syllabi, Web sites, and OSA resources, etc. Also check institutional course description links on the conversion charts at <http://www.reg.msu.edu>. Obtain as much information as possible about each of the courses you plan to take. It is your responsibility to obtain course descriptions.
- Select some courses** in consultation with your adviser. To insure that you can register for a full schedule of pre-approved courses, select more courses than you really intend to take. This step will help guard against problems that could occur with possible course cancellations or schedule conflicts. List the courses in the first three columns. If this form is not sufficient to list all courses, use a second form. You may staple together sheets so that you need to obtain only one set of signatures.
- Speak with your college contact** (see <http://studyabroad.msu.edu/advisers/gcaf.html>) for completion of the remaining columns. Be prepared and provide course descriptions in English. You may also need to meet with the appropriate unit (such as Centers for Integrative Studies – IAH, ISS, ISB, ISP, etc.) to determine equivalencies to meet college or general university requirements. It is suggested you use a separate form for each listing of courses from separate MSU colleges. Course equivalencies for transfer credit are available on Transfer MSU (<http://transfer.msu.edu>). These equivalencies may be used as a guide for graded courses. Since some academic units do not post equivalencies on Transfer MSU, ask your adviser for details.
- If the courses you have selected are within the approved subject areas (see "Co-sponsored Study Abroad Programs" under Programs and Courses on the Office of the Registrar's Web page at <http://www.reg.msu.edu/>), **you may choose, with approval from your adviser, whether you wish to earn grades or CR/NC**. Your option to select CR/NC instead of grades follows the same rules and regulations as on-campus, including the timing of selecting this option after classes have begun. If you chose to earn CR/NC after classes have begun, it must be done in writing (e-mail) through communication with your adviser or OSA. If you select CR/NC, you must earn the equivalent to 2.0 or above in order to receive credit. The actual course taken abroad will then be listed on your transcript but, as on campus, it will not count toward the GPA calculation.
- If the courses you have selected are not within the approved subject areas, they will be considered transfer credits and you should **indicate the number of transfer credits** under the TC column. A minimum of 2.0 (or its equivalent) must be earned for the credit to be transferred to MSU. **Note:** Policy states seniors may not transfer more than 10 of the last 30 credits from an accredited four-year college or university. However, exceptions to this rule may be made with the assistant dean of student's major college before departure. The assistant dean **MUST** submit a written request to the Assistant Provost for Undergraduate Education, 208 Administration Bldg, before an exception can be granted.
- If you cannot acquire sufficient information about your courses, request that your adviser indicate any special conditions or arrangements under the comment section. When you arrive abroad and have this information or **if you should enroll in courses different from your form, contact your college contact** so he/she can complete this form on your behalf. Bring home all course syllabi as evidence for your course structure and content.
- Obtain all the necessary signatures at the bottom. To have these courses appear on your MSU record, you must submit the signed original form to OSA.** The OSA staff will make a copy for you and have a copy posted to your Electronic Student Academic Folder to be viewed by your adviser, college, Registrar's Office and Office of Admissions.