

INSTRUCTIONS

In order to ensure students continue to make appropriate progress toward their academic degrees while abroad, all MU students planning to study abroad must complete a Course Proposal for Study Abroad. This form certifies that your department and dean's offices are aware of, and approve of, your decision to study abroad and transfer credit back to MU. It also ensures that you understand the parameters courses taken abroad must meet in order to fulfill specific MU degree requirements. **It is important that you complete this form step-by-step in the following order:**

1. **STUDY ABROAD PROGRAM COORDINATOR:** Your study abroad program coordinator will help you select a study abroad program that matches your curricular needs and locate course information for your chosen program based on available resources (catalogs, course lists, websites, etc.).

IMPORTANT: If you are taking courses offered by a foreign university, you can find a list of previously evaluated course online: musis1.missouri.edu/intl_course_equiv/intro.cfm.

2. **ACADEMIC ADVISER(S):** Your adviser(s) will help you choose courses to submit for evaluation based on your degree plan.
3. **INTERNATIONAL ADMISSIONS:** Drop off your completed course proposal at International Admissions. You **do not** need to meet with an international evaluator in order to turn in your course proposal form. **Please allow a minimum of seven to 10 business days for the evaluation to be completed.** You will receive an email when your proposal is ready to pick up.
 - Due to demand, International Admissions can only evaluate **two** study abroad programs per student.
 - A complete course proposal includes the cover page and list of courses with full course descriptions in English (one paragraph is sufficient). Course descriptions must also include a link to the website or copy of the document from which the course description was taken.
 - You may choose up to **10 courses per academic semester** and up to **20 courses per academic year**. Email International Admissions (inter@missouri.edu) and your academic adviser(s) with any changes or additions to the proposal that may occur while you are abroad. Include the course descriptions for evaluation and addition to your proposal.
 - The number of credit hours assigned for a course taken abroad may differ from a similar course taken at MU.
 - In general, you cannot transfer more than 15 hours for the fall or spring semesters, or six hours for the summer.
 - **Non-MU program participants:** International Admissions must verify that your host university is degree-granting and accredited. At the end of the program, transcripts should be sent to the director of study abroad at the MU International Center.
 - Grades for courses taken overseas generally transfer as "S" or "U" (satisfactory or unsatisfactory) based on the same guidelines used for courses taken on campus. If your transcript comes from another U.S. institution, grades will be posted but not calculated into your MU GPA.
4. **ACADEMIC ADVISER(S):** Meet with all relevant academic adviser(s) for your major(s) and minor(s) to discuss how the courses evaluated by International Admissions will count toward your degree at MU. Your adviser will also let you know what, if any, additional materials (syllabuses, copies of exams or papers, etc.) may be needed in order to make a final decision regarding how credit will be applied to your MU degree. Your adviser(s) will sign and date the course proposal.
5. **SCHOOL/COLLEGE DEAN'S OFFICE:** Obtain certification of your eligibility to study abroad and complete any necessary paperwork (e.g., declaring major).
6. **STUDY PROGRAM ABROAD COORDINATOR:** Submit your completed course proposal to the study abroad coordinator for your program, keeping a copy for your own records. A copy will also be uploaded to your myStudyAbroad account for easy access while you are abroad.

PLEASE NOTE

- A delay in receiving your transcripts from universities abroad may impact your financial aid and graduation date.
- Some MU colleges/schools will not permit students who are on academic probation to study abroad. Eligibility to study abroad is contingent on review of all your grades until the time of departure for the program.

Name: _____ MU student #: _____

College/school: _____

Major(s): _____ Minor(s): _____

Study abroad program: _____
university/program city, country

Institution issuing transcript: _____
university/program city, country

Term/year: winter break 20 ____ spring 20 ____ spring break 20 ____
 summer 20 ____ fall 20 ____ academic year 20 ____–20 ____

FOR STUDY ABROAD PARTICIPANT

I understand course approvals are tentative and that I must supply syllabuses and other materials for all courses in which I will enroll while abroad in order to facilitate evaluation for the MU credit I desire.

_____ _____
 study abroad applicant signature date

ONLY FOR NON-MU PROGRAM PARTICIPANTS:

The transcript-issuing institution for this program is recognized as a degree-seeking institution of higher education and the credit earned on this program will be accepted for transfer to the student’s home university (see reverse/next page).

_____ _____
 International Admissions (or other unit responsible for approving transfer credit) date

FOR DEAN’S OFFICE

The above-named student is approved to study abroad according to the terms on the reverse side/next page.

(For students with majors in more than one college/school.)

_____ academic unit dean signature/stamp _____ date	_____ academic unit dean signature/stamp _____ date
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Name: _____ MU student #: _____

Study abroad program: _____

Term/year: winter break 20 ____ spring 20 ____ spring break 20 ____ summer 20 ____ fall 20 ____ academic year 20 ____–20 ____

FOR STUDY ABROAD PARTICIPANT			FOR INTERNATIONAL ADMISSIONS <small>(located in 230 Jesse Hall)</small>		FOR ACADEMIC ADVISER
HOST UNIVERSITY COURSE INFORMATION			INTERNATIONAL ADMISSIONS COURSE EQUIVALENCY	MU CREDITS	ACADEMIC ADVISER'S COMMENTS
COURSE DEPT. & NUMBER	COURSE TITLE	COURSE CREDITS			
			<input type="checkbox"/> 3000 or above <input type="checkbox"/> Less than 3000	<input type="checkbox"/> DB	<input type="checkbox"/> Major requirement <input type="checkbox"/> General ed. requirement <input type="checkbox"/> Minor requirement <input type="checkbox"/> Elective
			<input type="checkbox"/> 3000 or above <input type="checkbox"/> Less than 3000	<input type="checkbox"/> DB	<input type="checkbox"/> Major requirement <input type="checkbox"/> General ed. requirement <input type="checkbox"/> Minor requirement <input type="checkbox"/> Elective
			<input type="checkbox"/> 3000 or above <input type="checkbox"/> Less than 3000	<input type="checkbox"/> DB	<input type="checkbox"/> Major requirement <input type="checkbox"/> General ed. requirement <input type="checkbox"/> Minor requirement <input type="checkbox"/> Elective
			<input type="checkbox"/> 3000 or above <input type="checkbox"/> Less than 3000	<input type="checkbox"/> DB	<input type="checkbox"/> Major requirement <input type="checkbox"/> General ed. requirement <input type="checkbox"/> Minor requirement <input type="checkbox"/> Elective
			<input type="checkbox"/> 3000 or above <input type="checkbox"/> Less than 3000	<input type="checkbox"/> DB	<input type="checkbox"/> Major requirement <input type="checkbox"/> General ed. requirement <input type="checkbox"/> Minor requirement <input type="checkbox"/> Elective

Please complete as many copies of this form as you need to list all courses you intend to take (maximum: 10 per semester). Page ____ of ____

International Admissions: _____ Academic adviser: _____

Academic adviser (double major/minor): _____

MAKE A COPY FOR YOUR OWN RECORDS