



Study Abroad Course Approval Form

Follow directions on reverse side

NAME: _____ PHONE: _____

MSU ID: _____ EMAIL: _____

NAME OF INSTITUTION ABROAD & PROGRAM TYPE: _____

PROPOSED TERM | DATES OF ATTENDANCE: _____

- Please meet with your Academic Advisor(s), **as well as any necessary department advisors**, to fill out this form. Once you've met with your Advisor(s), you may need to have the Registrar sign this form. Once fully completed, please submit to the Study Abroad Office where the number of MSU credits each course is worth will be evaluated and communicated with you upon completion.

Proposed Coursework for Major/Minor Requirements (Non-CORE):

To be completed by the:

student		appropriate department		SA office
International Course Title and Credit Amount <i>(Attach a second form for more courses)</i>	Division (U/L)	MSU Equivalent Course/ Requirement Satisfied	(Department) Advisor Initials	MSU Credits
<i>e.g. Neuropsychology - 6 ECTS</i>	<i>Upper</i>	<i>PSYX 350 Physiological Psychology</i>		

- All courses (excluding x93 'Study Abroad') will transfer as Elective credits. Those approved for CORE will transfer as Elective credits with approved CORE attributes.

Proposed Coursework for Fulfilling CORE:

International Course Title and Credit Amount <i>(Must attach a course content description or syllabus for each course being evaluated)</i>	Division (Upper/ Lower)	CORE Requirement Desired <i>(e.g. IA, D, IH)</i>	Registrar's Office Approval (Y/N)	<i>(SA Office use ONLY)</i> MSU Credits
<i>e.g. Photography - 5 ECTS</i>	<i>Lower</i>	<i>Elective - IA</i>		

SIGNATURES:

Academic Advisor _____

Registrar's Office (if requesting CORE) _____

Degree Program Specialist (grad students only) _____

Study Abroad Transcript Evaluator _____

Office Stamp:

COURSE APPROVAL INSTRUCTIONS & OFFICIAL TRANSCRIPT AGREEMENT

Prior to leaving for your Study Abroad experience, you will need to complete **both sides** of this form. This includes the **Study Abroad Course Approval** (located on reverse side) and the **Official Transcript Agreement** (found below).

Study Abroad Course Approval:

- Meet with your Advisor to discuss the classes you will take while abroad, and fill out the reverse side of this form.
- Classes counting for specific MSU equivalents can only be approved by an advisor from the department that offers the course. Upper and Lower division determinations should also be made by the department appropriate to the course.
- Bring this form to the Registrar's Office to be signed **only if you are attempting to receive CORE attributes** for any courses. You will need to provide a course description in English.
- Bring this form to the Graduate School to be signed by a Degree Program Specialist **only if you are a graduate student** applying these courses to your degree.
- Note: If your courses change as you finalize your schedule abroad, you must complete another form which you may submit electronically.

Transcript Evaluation Process:

The courses you take while studying abroad need to be approved prior to departure through the course approval process. Academic units determine if and how credits apply to their major: upper or lower division, and specific degree requirements. In conjunction with the Registrar, the Office of International Programs determines the appropriate grading and credit conversions. The Registrar further determines applicability of study abroad work toward the MSU CORE 2.0 requirements. These evaluations are done in accordance with national standards set by the American Association of Collegiate Registrars and Admission Officers (AACRAO). Montana State University follow the standards for all international transfer credit conversions, including, but not limited to, the European Credit Transfer System. Requests for exception to this practice must be submitted in writing to the Office of the Provost and include supporting documentation.

An **OFFICIAL TRANSCRIPT** from each institution attended must be sent **DIRECTLY** to the Office of International Programs at the address listed below. Transcripts will **NOT** be accepted from the student. When ordering transcripts, make sure the most recent term attended is included, complete with grades for all semesters.

HAVE TRANSCRIPTS MAILED TO: Montana State University – Bozeman
Office of International Programs
Strand Union Building 183
Bozeman, MT 59717-2260

Transcripts should be received by the end of the term following your Study Abroad experience to avoid account holds.

Additional Information about Studying Abroad

- *All international courses will be graded Pass/Fail on your MSU record and will not affect your GPA.
- *To ensure withdrawn and incomplete courses are not counted as failing, find out your host institution's policy, and be sure the grades are listed accordingly on your international transcript.
- *If you are planning to graduate at the end of the term you are abroad, email studyabroad@montana.edu to discuss graduation options. You may be required to push your term of graduation to the next semester and register "In Absentia" for that term (note: there are fees associated with registering as an In Absentia student).
- *To register for the term following your return, you should be in contact with your advisor via email to receive your pin. Advising begins in March for Summer and Fall terms and in October for the Spring term.

I understand that I must provide a transcript from my Study Abroad Institution by the deadline described above:

Student Signature _____

Date _____