

**WHY DO I NEED TO COMPLETE THIS FORM?**

This Course Approval Form (CAF) connects your degree requirements with your education abroad coursework on all MSU partner (exchange/direct enroll) programs. It is important and beneficial to have conversations with your academic adviser in order to accurately apply your education abroad credits to your degree requirements. This form serves as documentation of your coursework abroad.

**INSTRUCTIONS**

- Step 1: Research course offerings. You can use the host institution's course listings, which can be found on each program's page on the [Office for Education Abroad website](#). You can also see what courses have been previously approved for your program at the [MSU Office of the Registrar website](#) and the [Transfer MSU website](#).
- Step 2: Create a list of courses. Write down correct course code and title for each foreign course in column 1 of the approval chart. Include the number of credits at the host institution in column 2. Make sure course codes, titles, and credits are exact (in the original language, no abbreviations). It is recommended to get 6-8 courses pre-approved just in case two courses abroad conflict or are not offered. If this form is not sufficient to list all courses, use a second form.
- Step 3: Meet with your academic adviser to discuss course selection, type of credit, degree plan, and how to best incorporate your education abroad program into your MSU degree. Make sure you have all necessary documents prepared prior to your appointment (course descriptions, syllabi, ect.). If you are unsure of who to meet with, contact the corresponding [education abroad college contact](#) for which the course subject falls. **Your academic adviser will complete columns 3-5.**
- Step 4: Obtain the proper signatures and approvals for the information you have listed on the approval form. NOTE: If you are graduating within a year of your education abroad experience, you MUST get a signature from the Office of the Associate Provost of Undergraduate Education.
- Step 5: Double check the MSU equivalents are what you discussed with your academic advisor. MAKE A COPY FOR YOUR RECORDS. **Do not lose it.**
- Step 6: Prior to departure, you **MUST** turn in the CAF to the **Office for Education Abroad, 108 International Center.**

# MSU OFFICE FOR EDUCATION ABROAD COURSE APPROVAL FORM

## TO BE FILLED OUT BY STUDENT

MSU PROGRAM     NON-MSU PROGRAM

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ PID: \_\_\_\_\_ Major: \_\_\_\_\_

College: \_\_\_\_\_ Number of Credits: \_\_\_\_\_ If you are an Honors College Student, Check here:  \*\*

Name of Program or Foreign Institution: \_\_\_\_\_

Location (City, Country): \_\_\_\_\_ Semester Abroad: \_\_\_\_\_

## TO BE FILLED OUT BY STUDENT, ADVISER, AND ACADEMIC UNIT

Please thoroughly read the *Course Approval Form* instruction page before continuing. You must work with your academic adviser to appropriately complete the chart below. Have your course descriptions, syllabi and content readily available; be as accurate as possible.

1	2	3	4a	4b	5
Course Code and/or Title at Host Institution (some host institutions may not have course codes)	Host Inst. Credit Count	If MSU Equivalent: Course Code/Number; General Equivalency, Level, or Waived Equivalency	Number of MSU Credits	Graded (GR), Transfer Credit (TC) *	Signature of Authorized Department Representative

FOR ACADEMIC ADVISER USE ONLY

**Will you be graduating within the year of your study abroad program?** (If yes, you must get a signature from the Office of the Associate Provost for Undergraduate Education, Admin Building, Room 312)

NO     YES    Assistant Dean, Global Education & Curriculum: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMENTS:** (e.g. How will these courses apply toward the student's degree requirements?)

\* In some instances, students may have graded courses come back as Credit/No Credit (CR/NR). This type does not affect GPA; must receive a minimum grade of 2.0 (once converted to MSU grading scale); must be decided prior to departure; must be approved in writing by an academic adviser.

\*\* If you are in the Honors College, this form must be signed by a representative for the Honors College

## FINAL APPROVAL/REVIEW

Assistant Dean/Designee of Student's Primary College: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Dean(s) of Other College(s) Affected (if any): \_\_\_\_\_ Date: \_\_\_\_\_

Honors College Representative: \_\_\_\_\_ Date: \_\_\_\_\_