

Name: _____ Email: _____ Phone: _____

PID: _____ Major: _____ College: _____

 MSU Program Non-MSU Program Number of credits planning to take abroad: _____

Name of Program or Foreign Institution: _____

Location (City, Country) of program: _____

Semester and year of program abroad (i.e., Spring 20XX): _____ Honors College Student
**(See Step 2 for Instructions)*

Instructions

Follow the steps below to complete your course approval form (CAF). This form is documentation of your coursework abroad and connects your degree requirements with your education abroad coursework on all MSU partner (exchange/direct enroll) programs.

1 Research your available course offerings

- Office for Education Abroad program page for host institution | contact your EA Coordinator for more information
- MSU Registrar's website for Education Abroad Partner Programs | reg.msu.edu
- Transfer MSU website | transfer.msu.edu

2 Create a list of courses to take abroad (approval chart on back side)

- Write course code and title for each foreign course in column 01 of the approval chart (on back)
- Include number of credits for each course at host institution in column 02.
- Make sure course codes, titles, and credits are exact (no abbreviations)
- **Recommended:** get first choice and back-up courses pre-approved in case courses conflict or are not offered.
- **Honors College Students:** If you are fulfilling a University Integrative Studies substitution abroad, list the course twice on the approval chart to get signed by both the MSU College/Department and the Honors College.

3 Meet with your Academic Adviser (signature approvals for chart on back side)

- Discuss course selection, type of credit, degree plan, and how to best incorporate your education abroad program into your MSU degree.
- Have all necessary documents prepared prior to your appointment (host institution course codes, descriptions, syllabi, etc).
- Obtain the proper signatures and approvals for the courses you listed in column 01. The Course Approval Form must have final approval from your primary MSU college and any other MSU college representing your planned credits abroad. **Your academic adviser will complete columns 03-05.**

Education Abroad contacts for each MSU college are available on the education abroad website:

educationabroad.msu.edu/MSUcollege-contacts

4 Double-check your MSU equivalent courses

- Make sure the courses you are planning to take are what you discussed with your academic adviser.
- Make a copy of the Course Approval Form for your records.
- If you take completely different courses abroad, you must complete a new CAF with the new courses.

5 Prior to departure, return your completed CAF to the Office for Education Abroad

- Bring the signed and completed Course Approval Form (CAF) back to the Office for Education Abroad, **room 108 of the International Center.**

Student Information

Name: _____ PID: _____ Email: _____

MSU College: _____ Major: _____

Name of Program or Foreign Institution: _____ Term Abroad: _____

Course Approval Chart Filled out by student, adviser, and academic unit

Instructions

Follow the instructions on the reverse side to complete this form. When working with your Academic Adviser, have course codes, descriptions, syllabi, and other content readily available to complete all necessary sections.

STUDENT SECTION		FOR ACADEMIC ADVISER USE ONLY			
01	02	03	04a	04b	05
Course Code and/or Title at Host Institution (some host institutions may not have course codes)	Host Institution Credit Count	If MSU Equivalent exists: List Courses/Number, General Equivalency, Level, or Waived Equivalency	Number of MSU Credits	*Graded (GR) or Transfer Credit (TC)	Signature of Authorized Department Representative

* In some instances, students may have graded courses come back as Credit/No Credit (CR/NR). This type of credit 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.

Comments from Adviser: (e.g. How will these courses apply toward student's degree requirements?)

Approval Signatures

Instructions

You are required to get a signature of approval from your primary college. Depending on the subject of courses you are planning to take abroad, you may also be required to get signatures from each corresponding college (e.g. language courses and IAH approved by College of Arts & Letters, ISS approved by College of Social Science). Signatures are listed in the order they must be signed.

Assistant Dean/Designee of Student's Primary College: **REQUIRED** _____ Date: _____

Assistant Dean of Other College(s), depending on credits: (if needed) _____ Date: _____

Will you be within 30 credit hours of degree completion at the start of your education abroad program? YES NO

If yes, SIGNATURE REQUIRED from the Office of the Associate Provost for Undergraduate Education | Room 181 Bessey Hall.

Assistant Dean, Global Education & Curriculum: _____ Date: _____