



STUDY ABROAD

APPLICATION FOR COURSE CREDIT

Student Name		Name of Host Institution	
Student ID		Program Start Date	
Major / Minor		Program End Date	
Academic Advisor		Expected Term of Graduation	

Host University Course Title & Number (in English)	Corresponding S&T Course Title & Number or General Credit (GC)	# of Credit Hours	Degree requirement this course satisfies	Printed name of discipline specific evaluator at Missouri S&T or Academic Advisor if GC	Initial as Signature

Comments: _____

Academic Advisor Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

Student Signature: _____ Date: _____

INSTRUCTIONS

All students applying to study abroad for credit must submit a completed Application for Credit Form. This form documents courses approved for transfer from the host university to S&T.

A course description in English from the host university program catalog or web site for each course should be provided to the academic advisor and discipline-specific evaluator for review and approval. If available, please also provide a syllabus. Courses that have not been approved by the discipline-specific evaluator will be transferred back as general credit.

Credit (with a grade of "EX") will be transferred upon receipt of an official transcript from the host university for each course completed with a grade of C or better. A maximum of 15 undergraduate credit hours may be transferred from the host university to S&T. Additional hours may be transferred with prior approval and payment of additional fees. The discipline specific evaluator and academic advisor are responsible for determining how each course completed during an exchange program will transfer to Missouri S&T and how it will apply to the student's degree program. Students are encouraged to request approval for 6 or more courses in case some courses are not available or there is a scheduling conflict.

A copy of the completed form will be forwarded to the Office of the Registrar. The Office of the Registrar will then register each student in an S&T course, "Student Exchange Program," during the period of exchange. To be registered for classes for the semester following an exchange period, each student should complete online registration as usual.

Some financial aid will require all courses to apply to degree program(s). Talk to student financial assistance for additional information.

If Applying for Course Equivalency or Substitution:

- Student should meet with Academic Advisor of academic program(s)
- Student and Advisor should discuss courses requested for transfer to determine which courses can be applied toward declared academic programs
- Student will need to obtain approval from a member of the discipline-specific department of course(s) to be transferred
- Student must gather signature from Department Chair of their degree of study
- Drop off original signed form(s) to the Study Abroad Coordinator in International Affairs

Please note: Substitution/waiver forms can be submitted once a final transcript is received, and transfer credit is posted.

If Applying for General Credit:

- Student should meet with academic advisor of academic programs
- Student and advisor should discuss courses requested for transfer to determine which courses can be applied toward declared academic programs
- Mark courses that will not apply toward academic programs as General Credit (GC) (some departments may accept GC as free electives, talk to your Academic Advisor)
- The students' academic advisor can approve each course marked 'General Credit'
- Student must gather signature from Department Chair of their degree of study
- Drop off original signed form(s) to the Study Abroad Coordinator in International Affairs- Norwood 104