

Request for Academic Approval to Study Abroad - Instructions

Before you register at Southwest Minnesota State University (SMSU) for your Study Abroad opportunity and experience, the *Request for Academic Approval to Study Abroad* form must be completed and returned to the SMSU International Programs office. This form certifies that your advisor/department and the SMSU Registrar is aware of and approves your decision to study abroad and transfer credit back to SMSU. It also assures you that if you successfully complete the courses listed on the form, you will receive credit towards your degree program. Approval by the Dean's office may be requested if the advisor or department has questions regarding approval of courses. **Courses not pre-approved by your advisor, your department, the Dean and the SMSU Registrar cannot be guaranteed for credit.**

Remember: It is your responsibility to inform your advisor of any changes in your course schedule while you are abroad and receive approval for new courses.

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY AND SUBMIT THE COMPLETED FORM TO THE SMSU International Programs office.

1. **Fill out the information requested in the top part of the form.** Please type or print clearly. Be sure to indicate whether your study abroad program is sponsored by SMSU or another institution or affiliate.
2. **Before meeting with your advisor:** Use the available resources in the International Program office or information provided by another sponsoring institution (catalogs, course lists, website, etc.) to compile a list of courses you would be interested in taking while abroad. Try to list more courses than you would be able to complete during your time abroad to ensure maximum flexibility. **Bring copies of course descriptions to show your advisor. Please supply a copy of the course syllabus if you are able to obtain a copy.**
3. **Meet with your academic advisor** (if you have a double major or minor, meet with both advisors) and discuss your study abroad plan and the course choices you have made. Working with your advisor(s), complete the course list section of the form, being sure to indicate how the course will apply to your degree program. List the SMSU equivalence where relevant. Feel free to make additional copies of the form if more space is needed. **Your advisor(s) will sign and date the form and should make a copy to put in your academic file.**
4. In addition to the form you may need to submit a petition for transfer credit equivalency. Your advisor's signature and the department chair's signature is necessary when the courses selected will apply to your major or minor program. If the transfer credits should apply to a Liberal Education Program course the Co-chairperson of the Liberal Education Committee must also sign the petition. The Dean signs the petition in all cases.
5. Once the Request form is completed and you have obtained all required signatures, **return the original form to the International Programs office.** You will then register for the appropriate courses for your study abroad opportunity and experience.
6. A pre-departure orientation verification must also be on file in the International Programs office.
7. Students wishing to apply for financial aid for their study abroad program must submit a copy of the completed approval form to the SMSU Financial Aid office in order for aid to be processed.

Request for Academic Approval to Study Abroad

Name: _____

Mustang Tech ID #: _____

Major(s) _____ Minor(s): _____

Academic Advisor(s): _____

Program Name: _____

Program Location: _____

Term: Fall _____ Spring _____ Summer _____

Course Title and Number on Study Abroad Program	Credit Hours	Course counts Towards: (circle)	Specific requirement fulfilled or SMSU course equivalent (when relevant)	Academic Advisor and/or Department Chair Signature	Comments:
		<ul style="list-style-type: none"> ➤ Major Requirement ➤ Minor Requirement ➤ LEP ➤ Elective 			
		<ul style="list-style-type: none"> ➤ Major Requirement ➤ Minor Requirement ➤ LEP ➤ Elective 			
		<ul style="list-style-type: none"> ➤ Major Requirement ➤ Minor Requirement ➤ LEP ➤ Elective 			

To Academic Advisors:

The course list provided by the student constitutes a *proposed* course of study based on the best information available at the time of completion. Signing this form constitutes an agreement between the student and his/her academic advisor or major/minor sponsoring department that the courses listed will, upon successful completion, be applied to the student's degree program in the manner specified for each course.

Advisors should be aware that it is possible students may need to change some or all of their courses after arrival at their host institution, when actual course availability and scheduling will be known. It is the student's responsibility to contact his/her advisor to seek approval for any courses not listed on the original request form. Failure to seek approval for a given course or courses does not disqualify the student from receiving credit, but the application of that credit to the student's degree program cannot be guaranteed.

For SMSU students on non-SMSU programs or students from other institutions only: *The transcripting institution for this program is recognized as a degree-granting institution of higher education and the credit earned on this program will be accepted for transfer to the student's home university).*

Officers from institutions other than SMSU: Transcripts will be issued by Southwest Minnesota State University.

Thank you very much for your assistance and cooperation with this process. Your participation helps to assure the educational quality and relevance of the student's study abroad experience. If you should have any questions or concerns about this process, please feel free to contact us.

INTERNATIONAL STUDENT SERVICES
Dr. Don Robertson
SC-238
Southwest Minnesota State University
507-537-6018

Adapted in part from the Center for International Studies, St. Cloud State University and recommendations from the Minnesota State Colleges and Universities Study Abroad Internal Control and Compliance.