

***Advisers' Guide to Completing
MSU Co-sponsored Study Abroad Program Course Approval Request Form***

1. Student completes top portion and lists courses to be taken abroad. (The form is regularly updated and available as a PDF file to download from <http://studyabroad.msu.edu/people/students.html>. This form is the only one to be used for co-sponsored study abroad programs and replaces the MSU Guest Course Approval Form.)
2. The middle section is completed by the student and adviser.
3. Each college approves “subject areas/fields of study” for a co-sponsored program. When a college has approved these fields, they notify OSA and the program is officially sponsored by that college. The college also establishes the grade and credit conversion scale with the help of OSA.
 - *Approved fields* come back with grades or CR/NC. (Check the Registrar’s Co-sponsored Study Abroad Program Web site for a list of approved fields: <http://www.reg.msu.edu/ROINFO/CSSAP/CSSAPmain.asp>). Student and adviser can decide whether student will earn grades or CR/NC, up to the full semester load. It is up to the college to determine whether CR/NC can be used for major requirements.
 - *Unapproved fields* come back as general transfer (TR) credit with no grades.
 - *No listing* of the institution on this site means the sponsoring MSU college(s) is still in the process of approving certain fields of study. Until the institution is listed, all courses taken at that institution will earn transfer credit. It is acceptable to use this form for such institutions that are pending and not yet posted.
4. Use the course descriptions to determine MSU equivalent courses or substitutions. Use the RO’s Web site (listed above) to access a grade and credit conversion chart for the institution abroad and to determine how credits will be reflected on the MSU transcript.
5. Adviser or appropriate chair/department representative signs off on credit and dates the middle section.
6. Adviser adds comments (if applicable) and signs.
7. Student obtains signatures under “Approval for course equivalents”.
8. Student submits form to OSA. OSA staff reviews for accuracy and sends a copy to all individuals who have signed the form.
9. OSA staff will alert adviser when transcripts have been received and the courses are being added to the student’s MSU transcript.

Note: The *MSU Academic Programs Publication* states: “A senior who has earned sufficient credits from this University and met the minimum requirements (as stated in this publication), through prior arrangement with the assistant dean of the college and the registrar, may be permitted to transfer not to exceed 10 of the last 30 credits from an accredited four-year college or university.” Exceptions to this rule may be made up to a total of 15 credits, but arrangements **MUST** be made with the assistant dean of student’s major college before departure. The assistant dean must submit a written request to the Assistant Provost for Undergraduate Education, 208 Administration Building, before an exception can be granted.

Thanks to Jan Van Lente, College of Communication Arts and Sciences, for developing the preliminary draft of this document.