



This form is meant to help familiarize you with the courses on your chosen study abroad program and to help you understand the academic parameters you will use to choose courses abroad. This is not course registration and does not guarantee course availability. Instructions are on page 2. Submit this signed and printed horizontally to International Programs and Services in Lyle Hall.

Name: \_\_\_\_\_ Program: \_\_\_\_\_ Term: \_\_\_\_\_ M Number: \_\_\_\_\_

COMPLETED BY PARTICIPANT		COMPLETED BY DEPARTMENT/ADVISOR		COMPLETED BY INTERNATIONAL PROGRAMS & SERVICES			
	Course Title at Host Institution Abroad <i>(Include a course code if applicable)</i>	Course Code <i>(if Known)</i> ; Or "XX" course if designated <i>(Include a course title)</i>	Degree Audit Area <i>(G1, G3, Major, Minor, etc.)</i>	CREDIT		GRADE	
				Transcript	Equated	Transcript	Equated
Ex	<i>Example: BUS.1009 Basics of Business</i>	<i>Example: BUAD 101</i>	<i>Example: G3, minor</i>	10	3	11	B
1							
2							
3							
4							
5							
ALTERNATIVE COURSES:							
6							
7							
8							
9							
10							

**General Education Waiver for a summer term study abroad program:**

Are you requesting a waiver of your [Cultural Diversity and Community](#) requirement?  NO  YES

Attributes: *IPS use only:*

SAPD  SADW

**ACADEMIC APPROVAL**

Study Abroad participants need the approval signatures of their major and/or minor advisor(s) and department chair(s) for the courses they plan to take abroad.

Advisor \_\_\_\_\_ Date \_\_\_\_\_ Department Chair \_\_\_\_\_ Date \_\_\_\_\_ Alternate Advisor \_\_\_\_\_ Date \_\_\_\_\_ Alternate Department Chair \_\_\_\_\_ Date \_\_\_\_\_

## STUDENT INSTRUCTIONS:

You will need to discuss the courses you take while abroad with your academic advisor(s) prior to departure. You may possibly also need to discuss course changes while you are abroad. The Office of International Programs & Services (IPS) cannot provide official academic advising such as selection of MU course equivalencies. Academic advisement can only be provided by your academic advisor(s) and your home department(s). An outline of the instructions and a video is available on the study abroad website.

1. Print the form horizontally.
2. Complete the "Student" section of the form. We strongly suggest that you add alternative courses as this can help avoid future revisions to your Transfer of Credits Form. Pre-approved alternate courses will provide you with added flexibility to make changes to your schedule while abroad.
3. Review the following: [Academic Information](#) section, [Academic Policies](#), and [Transfer Credit](#) section of the study abroad website. It is important to factor in all study abroad related academic policies when selecting courses.
4. Schedule a meeting with your academic advisor(s) from your home department(s). When meeting with your advisor and/or department chair, review your Degree Audit Report and bring course descriptions for each course you are interested in taking abroad.
5. Obtain the necessary signatures: You will need to obtain your advisor and the department chairperson's signatures from your home academic department(s). If you are considering classes that will transfer back into your minor, signatures must be obtained from the advisors and department chairperson(s) of your minor.
6. Submit form: Submit to the Office of International Programs & Services

## DEPARTMENT/ADVISOR INSTRUCTIONS:

It is the responsibility of the academic advisor and/or department chair to determine MU course equivalencies for courses taken abroad. This is generally done by comparing the descriptions of the international courses with courses in the MU course catalog. If a course falls outside of your department or college, it is your responsibility to contact that department or college to assist in determining the equivalency.

1. Complete the "Department/Advisor" section of the form.
2. Determine Courses and Equivalencies: See below for details on how to determine equivalencies. Insert the appropriate information in each column to indicate the equivalent of the course the student is taking/will take while studying abroad. Please indicate all relevant information pertaining to the student's academic progress in the Degree Audit Area column. (Example: G3, Major elective, etc.)

**Direct Course Equivalent:** Review provided course descriptions and determine if there is a similar course here at MU. If so, it is considered a *direct equivalent* and the MU course number and title is what should be written on the Transfer of Credits Form. Also provide the degree audit area - these should be pre-approved and in the course catalog. Example: if you take International Law abroad, it would transfer back to Millersville as GOVT 351: International Law. GOVT 351 is not a G3, so you would not be able to count it as a G3. If there is no equivalent course here at MU, the course is considered an "XX" course.

**"XX" Course Equivalent:** If a course description does not match any courses offered at MU, the course is an "XX" course. The adviser determines which department the course should be assigned to, the level of the course (100-400), and provide the degree audit area it should be assigned. Example: A Study of Australian Aboriginal Culture course could be assigned as "ANTH 2XX: A Study of Australian Aboriginal Culture G3 and 'D'. The advisor and academic department chair can determine if the course can be a General Education course.

If you have any questions you can email [Education.Abroad@millersville.edu](mailto:Education.Abroad@millersville.edu).