

UNIVERSITY OF MISSOURI-ST. LOUIS
TRAVELING SCHOLAR PROGRAM
Course Request Form (C-4)

Name	Field of study or department
Student Number:	
Current mailing address	Home address
Currently working toward degree of <input type="checkbox"/> MA <input type="checkbox"/> MS <input type="checkbox"/> Ed.D. <input type="checkbox"/> Ph.D. <input type="checkbox"/> Other:	
Proposed course (department, number, title)	Number of Credits
Host campus:	Period of Study (inclusive dates):

APPROVALS*

Major Advisor, home campus	Date
Graduate Dean, home campus	Date
Instructor, host campus	Date
Graduate Dean, host campus	Date

*This permission to enroll as a traveling scholar does not guarantee that the particular course desired or a space in such a course will be available.

Grade	Date	Signature of professor offering course
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INSTRUCTIONS: The student is to: (1) complete the top part of the form, (2) secure the signatures of the major advisor and Graduate Dean, (3) take the signed form to the Cashier's Office and pay the applicable activity fees and secure a paid stamp on the Traveling Scholar form, and (4) return the form to the Graduate Dean's Office for processing.

The home Graduate Dean's Office will send the form to the host Graduate Dean's Office, which will secure the remainder of the required signatures. The host Graduate Dean will then send a copy to: (1) the student, (2) the home registrar, and (3) the faculty member offering the requested course.

The faculty member will retain the form until the course is completed, enter the grade on the form, and mail the signed form to the host Graduate Dean.

Upon receipt, the host Graduate Dean will duplicate copies and distribute them to: (1) the student, (2) the major advisor, (3) the home registrar, and (4) the home Graduate Dean. The home registrar is responsible for entering the course, credits, and grade on the transcript.