



Study Abroad Course Evaluation Instructions

Completion of this form certifies that your department is aware of and approves your decision to study abroad and earn credit towards your degree program at UM-St. Louis. It also assures that you understand how your courses taken while abroad will fulfill specific degree requirements.

Please read the following instructions carefully and submit the completed form to the Study Abroad Office by **December 1** for Winter Semester programs; **May 1** for Summer Semester, Fall Semester, and Academic Year programs.

1. Complete all information at the top of the form.
2. Using course catalogs and online course listings from the host university, **list the English translation of the titles of classes** you intend to take during your time abroad. List several additional classes for each semester in the event that a class is cancelled, changed, etc. You may need to use two forms, especially if you will be abroad for more than one semester. Attach a copy of the course description for each course chosen.

If course information is not available for the semester you will be abroad, choose courses from catalogs in the Study Abroad Office. These courses should be used as a guide in choosing alternative courses. You should take an additional copy of this form abroad with you and complete it once you have chosen your specific courses. Fax or email the information to your advisor for approval, and copy your study abroad advisor.

3. **Check the study abroad course equivalency database** online at www.umsl.edu/studyabroad to see if any classes you want to take have already been evaluated for UM-St. Louis equivalents. If there are pre-existing equivalents, you do not need to have these courses evaluated again, just write "CE database" in the signature section. If there are no existing equivalents for the classes you plan to take, then you must have them evaluated. *Note: All foreign language classes must be evaluated by the foreign language department, even if an equivalency exists on the database.
4. To have a course evaluated for UM-St. Louis equivalency, you must make an appointment **with the undergraduate coordinator or department chair** in the department where you wish to earn credit. For example, if you are taking a history class abroad, meet with the chairperson of the history department to have the foreign course evaluated and the UM-St. Louis course equivalent determined.
5. After you have course equivalents for each class listed, go the advising office for your major to have an advisor list the graduation requirements each of these courses will satisfy and confirm that these courses will count towards your degree. The advisor should then sign this form.
6. Make copies for the advising office and for your own files. **Return the original to the Study Abroad Office.**
7. UM-St. Louis will only accept credit for courses listed on official transcripts from the host university. Completion of the "*Study Abroad Course Evaluation*" form indicates how a course will be counted if the course is successfully completed and recorded on an official transcript.
8. While abroad, if you register for a course not listed on this sheet, it is your responsibility to have it evaluated. Email the course description or syllabus immediately to the relevant department chair and your study abroad coordinator and ask for a course evaluation. Failure to do so may result in the non-acceptance of the course by the UM-St. Louis department or college.

Definitions:

Evaluation: Departmental review of a course to see if it meets UMSL requirements for earning credit

Equivalent Course: The UMSL course that is deemed comparable or the same as a foreign course, as determined through *evaluation* by the department

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STUDY ABROAD COURSE EVALUATION FORM

Student Name		Name of Institution Abroad	
Student #		Program Start Date	
Phone #		Program End Date	
Major/Minor		Institution Issuing Credit	
Expected Graduation			
Advisor			

IMPORTANT: *Attach course descriptions from program catalog/website. Credit will be given upon receipt of official transcripts from host university.*

Course Title and Number at Overseas University (in English)	UM-St. Louis Equivalent Course Number (If no equivalent course exists, please indicate the course level and any degree requirements this course satisfies.)	Signature of Evaluator	Credit Hours

Student Signature

Date

Advisor Signature

Date

Comments or conditions, if any: _____

Copy goes to: Academic Advising Unit
University of Missouri-St. Louis, Center for International Studies/ Study Abroad Office 261 MSC, 516-5229

Original goes to: Study Abroad Office in 261 MSC