

Course Equivalency Approval Form

Students must obtain the Mville course equivalency for all study abroad courses. A minimum of 12 credits must be taken abroad to maintain full time status. Please take the following steps to ensure your study abroad courses transfer to Manhattanville upon your return:

- Review the course offerings from your study abroad provider/host institution. Gather detailed course descriptions
- Meet with your **academic advisor** to discuss which courses fit into your study plan and SHARE the course descriptions.
- Select the courses you want to take abroad and write them on this form. Choose more than 12 credits (at least 3 extra courses).
- Contact **department chairs** to obtain remaining equivalencies. Bring course descriptions and syllabi from program provider websites.
- Obtain **adviser signature** once the form is complete. Your adviser can also help obtain approvals for Gen Ed requirements.
- Don't forget to visit Student Accounts for their sign off. To confirm you have no current financial holds.

SCAN AND UPLOAD THIS FORM WITH YOUR APPLICATION

Note: Grades from courses taken on cooperative and direct exchange **do factor** into your GPA.
 Credits from abroad factor into scholarship eligibility.

Name:	ID:
Study Abroad Program:	Term:
Academic Adviser Name & Signature:	

Foreign Course Name & Number	Credits	MC Equivalent Course Number	Credits	Approver Name & Signature
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Student Accounts approval (Sign and date)

Please submit a scanned copy of this form with your study abroad application.