

STUDY ABROAD COURSE EVALUATION FORM

The Course Evaluation Form (CEF) is a learning agreement between an UMSL student going abroad and the department awarding them credit. Completing this form indicates the student understands how the courses taken abroad will fulfill specific degree requirements. It also confirms that the department is aware of and approves of the student's decision to study abroad and earn credit towards their degree program at UMSL. Students must submit completed CEFs to their Study Abroad Coordinator by the following deadlines:

Fall, Academic Year or Summer: May 1

Spring or Winter Intersession: December 1

INSTRUCTIONS FOR EVALUATORS

If the number of UMSL credit hours has already been filled in, the study abroad coordinators have reviewed the credit hour conversion from foreign credits to US credits.

- A. Courses must match what is currently active in the UMSL Bulletin: <http://bulletin.umsl.edu>, especially if the student is participating on an UMSL Exchange program (see Student & Program information). If the student is earning transfer credit, non-equivalent electives may be assigned.
- B. The credit hours earned abroad must match the credit hours assigned with the course listed in the Bulletin.
 - a. If a course abroad is not worth the same number of UMSL credit hours for courses listed in the bulletin, there are a few options available:
 - i. Assign a variable hour course, such as Special Reading or Special Topics
 - ii. Combine multiple courses from abroad to equal the equivalent of one or two UMSL courses (e.g. two 1.5 hour course from abroad may be combined to equal one 3 credit hour course at UMSL; one 5 hour course from abroad may equal one 3 credit and one 2 credit course at UMSL).
- C. An evaluator cannot approve a course that is not within his or her department. For example, someone in the History department cannot approve Political Science credit.

Department*	Last Name, First	Department	Last Name, First	Department	Last Name, First	Department	Last Name, First
Anthropology	Wright, Patti	Communication	Heisel, Alan D.	German	Noll, Birgit	Philosophy	Rohloff, Waldemar
Arabic	Al-Albani, Laura	Comp. Sci.	Janikow, Cezary	History	Westhoff, Laura	Physical Education	Timothy Makubuya
Art History	Quigley, Maureen	Criminology	Esbensen, Finn	Info Systems	Duncan, Mimi	Physics	Bahar, Sonya
Art (Studio)	Younger, Dan	Education	Woodhouse, Shawn	Japanese	Michael, Amy	Political Science	Robertson, David
Accounting	Stuerke, Pamela	Economics	Allison, Michael	Mathematics	He, Wenjie	Psychology	Griffin, Michael
Bio, Biochem/BioTech	Spingola, Marc	Engineering	Feldman, Bernard	Media Studies	Heisel, Alan D.	Social Work	Johnson, Sharon
Business Admin.	See BA Advisor	English	Grady, Francis	Modern Lang & Lit	Noll, Birgit	Sociology	Keel, Robert
Chemistry	Spilling, Christopher	French	Trapani, Sandra	Music	Brandes, Gary	Spanish	Caeiro, Martha
*Students: For any classes/departments not listed here, please contact Study Abroad to inquire after the correct evaluator						Theatre & Cinema Arts	Davenport, Felia

INSTRUCTIONS FOR ACADEMIC ADVISORS

Students may meet with you to request your assistance prior to obtaining course evaluations; although it is not required. They may ask for your assistance in selecting courses that may fulfill degree requirements; however, they must still meet with the approved department evaluator to obtain his or her signature for approval. Students should meet with you once they have completed Steps 1 and 2 below. Please discuss with them how the courses apply to their major(s) and minor(s) or fulfill degree requirements.

NOTE: Only department-approved academic advisors may evaluate courses. If you have assisted a student in obtaining an evaluation from the department evaluator, please complete Step 2 with the student and attach any email or paper correspondence between the evaluator and yourself that indicates the approved course equivalency.

INSTRUCTIONS FOR STUDENTS: See page 3.

Step 1: Student and Program Information (Completed by Student)

Last Name:	First Name:	Student Number:
Phone:	Email:	Academic Advisor:
Major:	Minor:	Expected Graduation:
Program Start & End Dates:	Official Name of Institution Abroad:	
Study Abroad Program Credit Type: <input type="checkbox"/> UMSL Exchange (Fulfills Residency Requirements) <input type="checkbox"/> UMSL-Approved Transfer Credit Program (Approved Provider, Direct Enrollment at foreign institution, or UMSL faculty-led program with transfer credit component)		

Step 2: Course Evaluations

1. Completed by Student		2. Completed by Study Abroad Office prior to meeting with Evaluator		3. Completed by Approved Evaluator (see page 1)		
Course Number & Title at Foreign University (in English)	# of Credit Hours Abroad & System (e.g. ECTS)	Pre-Evaluated Course (Yes/No)	# of UMSL Credits	UMSL Equivalent Course Prefix & Number	Name of Evaluator	Signature of Evaluator

Comments or conditions:

Step 3: Academic Advisor and Student Signatures

Advisor's Signature and Date:

I have met with my academic advisor to discuss how this program may satisfy my degree requirements. I understand it is my responsibility to have any new courses evaluated within the first two weeks of my program abroad and ensure that an official transcript from the host institution is sent to my study abroad coordinator upon completion of my program. Credit posting on my UMSL transcript will reflect actual credits earned abroad and may differ from the coursework and credit hours listed on this document. I understand that none of the classes on the transcript can be processed until the Study Abroad office has approved course equivalencies for all of the classes on the transcript.

Student Signature and Date:

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INSTRUCTIONS FOR STUDENTS

Each academic department at UMSL has an approved evaluator with whom you will need to work to obtain pre-approval for your courses abroad. Depending on your course selection, you may need to meet with coordinators from multiple departments. NOTE: UMSL will only accept credit for courses listed on official transcripts from the host university. You must have **all** courses approved before any of the credit that you obtained abroad can be posted to your record.

- A. **SELECT COURSES:** Review the course descriptions from your host university and select the courses you wish to take abroad. It is a good idea to have several “back-up” courses approved, in case the courses you intend to take are not offered or are full. It may be helpful if you meet with your academic advisor prior to selecting courses. Your academic advisor can instruct you on what courses you still need for your degree and may be able to assist you in identifying courses at your host university that may fulfill those requirements. List the courses for your program on page two of this document.
 - a. **CHECK PREVIOUS COURSE EQUIVALENCIES:** Check the Previous Course Equivalencies on the program’s webpage in Triton Globetrotter. If the course has already been evaluated, you will not need to have it evaluated again. Write “WEBSITE” in the Evaluator Name section of the form. You will still need to have the form signed by your academic advisor.
- B. **CREDIT HOUR CONVERSION:** After completing Step 1 and listing the courses on Step 2, return the CEF to the Study Abroad office along with information on the credit hours of your selected courses. The study abroad coordinators will convert the foreign credit hours to US hours, if necessary. You may either schedule an appointment to complete this step or leave it at the front desk. You will be emailed with it is ready to be picked up.
- C. **SUBMIT COURSE SELECTIONS TO APPROVED EVALUATOR:** Once the credit hour conversion is completed, you will need to meet with the appropriate evaluator for the department for which you wish to earn credit. In other words, if you want to receive History credit for a course, you must receive approval from the evaluator for the History department. You will need to have a copy of the syllabus or course description for each class you plan to take during the study abroad program. In most cases, the evaluator will be able to pre-approve your proposed study abroad courses; however, in some instances, the evaluator may need additional information and will not be able to evaluate a course prior to your departure. If this occurs, please encourage the evaluator to contact your study abroad coordinator with any questions. For a complete list of evaluators, see page 1.
- D. **ACADEMIC ADVISOR SIGNATURE:** After you have course evaluations for each class listed, meet with your academic advisor, who can list any graduation requirements the courses satisfy and confirm that these courses will count towards your degree. After obtaining the advisor’s signature, make a copy of the CEF for your records.
- E. **RETURN CEF TO STUDY ABROAD:** After obtaining the advisor’s signature, make a copy of the CEF for your records and return the original to the Study Abroad office.
- F. **WHILE ABROAD:** If you register for a course not listed on this sheet, it is your responsibility to have it evaluated within the first two weeks of your program abroad. Immediately email the course description to the relevant departmental evaluator and your study abroad coordinator asking for a course evaluation. Failure to do so may prevent the course from being accepted at UMSL and may not count toward your full-time requirement. This may jeopardize any financial aid or scholarship.