



## STUDENT INSTRUCTIONS:

1. If you wish to submit a physical copy of this form, print the form horizontally for best results.
2. Complete the "Participant" section of the form. List all of the courses that you want to be reviewed. If the international course(s) do not have a subject or course code, you may leave those columns blank.
3. Schedule a meeting with your academic advisor. Provide the course descriptions, syllabi (if available), and this prepped form.
4. Obtain the necessary signatures: You will need to obtain signatures from your advisor and the department chair.
5. Submit or Email form: Submit to the Office of International Programs & Services in Lyle Hall or email it to [Education.Abroad@millersville.edu](mailto:Education.Abroad@millersville.edu).

## FACULTY OVERVIEW AND INSTRUCTIONS:

It is the responsibility of the faculty and/or department chair to determine course equivalencies for this form, and to determine if the courses on the International Course Evaluation Form are eligible for an override to the pre-determined MU course equivalency.

Example of why a course override may be necessary: Depending on a student's major or minor, a content course taken in a foreign language may be counted as (1) a language course or (2) a content course. A language course equivalency may provide major elective credit for a language major. A content course equivalency may provide general education credit for that same language major. Depending on the student's major and degree audit needs, the course may require an override to the pre-determined MU course equivalency to best support the student.

Complete the "Faculty/Department Chair" section of the form.

1. **Determine the subject:** The course may fall outside of your department. If a course falls outside of your department or college, you may recommend that the student complete an International Course Evaluation Form instead, or you may consult directly with a colleague in another department or college to complete this form.
2. **Determine the course code:** Select the direct MU equivalent course code or determine the XX course code.
  - a. Direct Course Code: Review provided course descriptions and determine if there is a similar course here at MU. This information may already be provided in an International Course Evaluation Form.
  - b. "XX" Course Code: If a course description does not match any courses offered at MU, the course is an "XX" course. The faculty determine 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.
3. Determine the degree audit attributes for each course: Indicate all relevant information pertaining to the student's academic progress in the Degree Audit Area column (Example: G3, major elective, minor, etc.). These are processed by the Registrar's Office after the initial transfer of credit.

Email [Education.Abroad@millersville.edu](mailto:Education.Abroad@millersville.edu) if you have any questions.