

**METROPOLITAN STATE COLLEGE OF DENVER
STUDY ABROAD TRANSFER FORM**

Students who participate in study abroad programs with other institutions and plan to transfer the credit to Metro should be aware of college transfer guidelines prior to going abroad. Check the college catalog (<http://www.mscd.edu>) for information on transfer policies. Students are encouraged to meet with an advisor in their major and minor departments to discuss their educational plans and goals.

Credits transferred to Metro for study abroad will receive a "T" and will not count towards cumulative grade point average. Metropolitan State College of Denver will not accept transfer credits for courses with a grade or grade equivalent below a C. It is the student's responsibility to be sure that transcripts are sent to Metro.

This form facilitates the transfer process, but **does not guarantee credit**. Students may be asked to provide official **course descriptions** and **syllabi** before approval is granted for transfer credits to apply to major, minor, or general studies credits once the college has received the transcripts.

Name: _____

Study Abroad Dates:

From: _____ To: _____

Student ID Number: _____

Telephone:

Home: _____ Work: _____

Email Address: _____

Street Address: _____

City: _____ Zip Code: _____

Major: _____ Minor: _____

Study Abroad Institution: _____

Study Abroad Location: _____

U.S. Sponsoring Institution: _____

Contact for Sponsoring Institution:

Name: _____ Phone: _____

Title: _____ Email: _____

I understand that it is my responsibility to read and understand college transfer policies.

Student Signature: _____ Date: _____

In order to verify that the study abroad program/institution is one from which Metro State will accept transfer credits, take this form to the Admissions Office in Central Classroom 108 for a signature from Cindy Rossi-Rundle or James Morfeld. Please list the institution that will be **issuing the transcripts**.

Institution that will issue the transcripts for the study abroad program

Cindy Rossi-Rundle or James Morfeld

Date

In order to transfer credit in a major, minor, or general studies, students need approval from the chair of the department under which the course would be offered at Metro. **It is the student's responsibility to have the department chair(s) review information about the courses for approval. Please attach copies of course descriptions to this form. If courses are taken in addition to those approved with this form or if the course title is different than the one listed on this form, the courses will be evaluated upon receipt of an official transcript from the institution sponsoring the study abroad program.**

Course Title	Credits	Applicability**	Dept. Chair Signature	Date
1.				
2.				
3.				
4.				
5.				
6.				

** [Example: major, minor, general studies (category), multicultural, teacher licensure, certificate, electives]

Give the completed form to the dean's office in your major. Keep a copy for your records.

Letters, Arts and Sciences
Professional Studies:
Business:

Tara Tull, Science Building 101
Sandra Haynes, West Classroom 133
John Landry, West Classroom 257

Upon completion of your program, have transcripts sent to:

Metropolitan State College of Denver
Attn: Cristina Martinez
Office of Admissions and Records
Campus Box 44
P.O. Box 173362
Denver, CO 80217-3362

(September, 2003)