

**NORTHWEST MISSOURI STATE UNIVERSITY**  
**INTERNATIONAL STUDY ABROAD PROGRAM GRADE COMPLETION FORM**

**PART 1. To be completed before departure.**

**Student's name:** \_\_\_\_\_ **919#** \_\_\_\_\_

**Study Abroad Program:** \_\_\_\_\_ **Trimester:** \_\_\_\_\_

**Host Institution Course Information**

**Name of the course abroad:** \_\_\_\_\_

**Credit Hours:** \_\_\_\_\_

**Equivalent Northwest Course Information**

**Course #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Course Title:** \_\_\_\_\_

**Credit Hours:** \_\_\_\_\_

**Name of Instructor:** \_\_\_\_\_ **Office phone:** \_\_\_\_\_

**Office Number:** \_\_\_\_\_

Academic requirements if necessary for completion of grade as agreed mutually by student and instructor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's signature: \_\_\_\_\_

Northwest instructor's signature: \_\_\_\_\_

Department Chair's signature: \_\_\_\_\_

**PART 2. To be completed by Northwest Instructor upon student's return to the USA.**

Course \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Course Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Date of completion of academic requirements: \_\_\_\_\_ Northwest Grade Assigned: \_\_\_\_\_

Signature of Northwest Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTOR: ONCE COMPLETED PART 2, PLEASE MAIL THIS GRADE COMPLETION FORM TO UNION 2080**

**PART 3. To be completed by the Study Abroad Supervisor.**

Date received in Office: \_\_\_\_\_ Signature of Study Abroad Coordinator: \_\_\_\_\_

STUDENTS INVOLVED IN INTERNATIONAL STUDY PROGRAMS RECEIVE A DELAYED GRADE FOR THE COURSE TAKEN DURING THE SEMESTER OF THEIR INTERNATIONAL STUDY. ALL DELAYS MUST BE COMPLETED BY THE END OF THE SEMESTER IN WHICH THEY RETURN! ANY WORK NOT COMPLETED BY THE END OF THE SEMESTER WILL RESULT IN A FAILING GRADE.

Revised: JP-08202009

## **International Study Grade Completion Form Instructions – Faculty and Student Responsibilities**

This form is to be filled out jointly by the student and the Northwest faculty member. This form is used in place of the Removal of Delay/Change of Grade, which will remove the delayed block of grades under the heading of 80-299 (80-699) International Study. **THE DELAY WILL BE REMOVED ONLY WHEN ALL OF THE FORMS FROM EACH COURSE TAKEN BY A STUDENT HAVE BEEN RECEIVED BY THE STUDY ABROAD OFFICE!** The Registrar will accept these forms from the Study Abroad Office, and not from individual students or the faculty members. If all the requirements are not fulfilled by the end of the semester, the student will receive an “F” for the course.

### **Part I Completed before departure**

1. Once it is determined which classes will be taken at host institution (generally), the student will make an appointment with the instructor of the “equivalent” Northwest class.
2. The student and the instructor determine the academic requirements that must be fulfilled by the student in order to receive Northwest credit.
3. The faculty member will record the requirements on the form. The student, instructor and the department chair will sign the form, agreeing to the academic requirements. Once the signatures have been obtained, it is understood that the requirements will not change over the course of the semester without the expressed consent of the student, instructor and department chair. The faculty member may not add requirements upon a student’s return!!!
4. The Study Abroad Office will retain one copy of the document, and the student will take a copy of him/her to the study abroad site. It is the student’s responsibility to make sure a copy of the document is on file in the Study Abroad Office before departure.

### **Part II Completed by Faculty Member**

1. The Faculty member will receive from the Study Abroad Office the grade completion form, a copy of the transcript, and a grade conversion chart. If stated before, extra academic requirements will be included.
2. The faculty member assigns the grade based on the extent to which the student met the agreed-upon requirements as well as the transcript provided by the host institution.
3. It is the faculty member’s responsibility to promptly complete the International Study Grade Completion Form and return it to the Study Abroad Office. The delayed grade in 80-299 will not be removed until all of the Grade Completion Forms have been received for each course taken by the student. This means neither the hours nor the grades will be recorded until the Registrar receives all of the forms.

### **Part III Completed by Study Abroad Office**

1. The Study Abroad Coordinator will sign the forms, place a summary cover page on top, and forward all of the forms to the Registrar’s Office as soon as the student’s file is completed.
2. The student can expect to see his/her grades posted in his/her records in about a week.