How to fill out the STAB Form for a Non-Xavier Sponsored Program

1. Where to access the form
   a. Go to [https://www.xavier.edu/study-abroad/](https://www.xavier.edu/study-abroad/)
   b. Click on “Study Abroad Forms and Policies”
   c. Download and print the Study Abroad Approval Form

2. Fill out the top section of the STAB form with your information and program
Be sure to select Non-Xavier Sponsored Semester

3. Fill in the classes you want to take in the section on the left.
   - Students participating in Study Abroad Programs will be reported to the National Student Clearinghouse as a currently enrolled Xavier student for the applicable terms.
   - Students on non-faculty led study abroad programs approved by the Center for International Education will have a placeholder course put on their academic record for the term they are abroad.
   - If the student decides to not participate in the study abroad program, the student is responsible for notifying the Center for International Education and Office of the Registrar immediately.
   - Student acknowledges that failure to adhere to University and CE policies, procedures, and deadlines can have academic and financial ramifications.

4. If the appropriate forms are not filled out and approved prior to study abroad experience, student risks acceptance of coursework toward degree requirements by Xavier University.

5. See if there is a key for credit hour equivalencies if they’re different

6. Look through TES to see if the university has any pre-approved classes
   a. See guide on how to use TES
   b. If there is an equivalent write “See TES” in the section for dept. chair approval

7. Find a Xavier class that could be equivalent

8. Schedule an appointment or email the head of the department for the class you want to take for approval
   a. If you receive email approval, you may write “see email” in section for department chair approval
   b. Print email and attach to your form before receiving right side of signatures

9. Sign the form

10. Have your advisor sign
10. Take form to the Dean’s office of your college (Arts and Sciences in Alter Hall 202, Professional Sciences in Hailstones Hall 100, Business in Smith Hall 120A, Nursing in Cohen 119) to sign
11. Bring in to Center for International Education in Gallagher 230 and you’re done!