How to fill out the STAB Form for a Xavier Direct Exchange 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

<table>
<thead>
<tr>
<th>Student ID Number</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Student E-Mail</th>
<th>Abroad Program Name</th>
<th>Abroad Program Details</th>
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- 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 CIE policies, procedures, and deadlines can have academic and financial ramifications.

### Information About Course Abroad

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<tr>
<th>Course subj &amp; #</th>
<th>Course title</th>
<th>Credit Hours</th>
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<th>Credit Hours</th>
<th>Dept Chair Approval</th>
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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.

1. __________________
   Student Signature

2. __________________
   Academic Advisor’s Signature

3. __________________
   Dean’s Signature

4. __________________
   Study Abroad Advisor’s Signature

2. Fill out the top section of the STAB form with your information and program
Be sure to select Xavier Direct Exchange

3. Fill in the classes you want to take in the section on the left.

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

5. 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

6. Find a Xavier class that could be equivalent. You may get more courses approved than you plan to take. We recommend it!

7. 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

8. Sign the form
9. 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) to sign
11. Bring in to Center for International Education, GSC 230 and you’re done!