

How to fill out the STAB Form for a Xavier Faculty Led Program

1. Where to access the form
 - a. Go to <https://www.xavier.edu/study-abroad/>
 - b. Click on "Study Abroad Forms and Policies"
 - c. Download and print the Study Abroad Approval Form



Study Abroad Approval Form
 Office of the Registrar, 3800 Victory Pkwy., Cincinnati OH 45207-3351 Phone: (513) 745-3941 Fax: (513)745-2969

Student I.D. Number _____

Last Name _____

First Name _____

Middle Initial _____

Student E-Mail _____

Abroad Program Name _____

Student's Major _____

Fall Term

Spring Term

Summer Term

Year _____

Please select the appropriate study abroad program: (If you do NOT know the type of program please contact the Study Abroad Office at 513-745-2864)

Xavier Sponsored Semester

- Courses taken at international institution
- Tuition paid to Xavier University
- STHB Placeholder

Xavier Faculty Led

- Registered in a Xavier University course taught by Xavier faculty
- Tuition paid to Xavier University
- XU Course(s)

Xavier Direct Exchange

- Courses taken at international institution
- Tuition is paid to Xavier Univ.
- STAW Placeholder

Non-Xavier Sponsored Program

- Not affiliated with Xavier University
- Tuition paid to international institution
- XU Petition Required (Fall/Spring Only)
- STAB Placeholder

- 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			Xavier Course Equivalent (for Non-faculty Led)		
Course subj & # <small>(ex. PHIL 200)</small>	Course title	Credit Hours	Course subj & #	Credit Hours	Dept. Chair Approval

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



Study Abroad Approval Form

Office of the Registrar, 3800 Victory Pkwy., Cincinnati OH 45207-3351 Phone: (513) 745-3941 Fax: (513)745-2969

Student I.D. Number: 000123456
 Last Name: Doe First Name: Mary Middle Initial: A Student E-Mail: mdem@xavier.edu
 Abroad Program Name: Xavier in Rome Student's Major: Classics Fall Term Spring Term Summer Term Year: 2021

Please select the appropriate study abroad program: (If you do NOT know the type of program please contact the Study Abroad Office at 513-745-2864)

- Xavier Sponsored Semester**
 - Courses taken at international institution
 - Tuition paid to Xavier University
 - STAB Placeholder
- Xavier Faculty Led**
 - Registered in a Xavier University course taught by Xavier faculty
 - Tuition paid to Xavier University
 - XU Course(s)
- Xavier Direct Exchange**
 - Courses taken at international institution
 - Tuition is paid to Xavier Univ.
 - IAW Placeholder
- Non-Xavier Sponsored Program**
 - Not affiliated with Xavier University
 - Tuition paid to international institution
 - XU Petition Required (Fall/Spring Only)
 - STAB Placeholder

- Students participating in Study Abroad Programs will be reported to the National Student Clearinghouse as a currently enrolled 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.

Be sure to select Xavier Faculty Led

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

- Student acknowledges that failure to adhere to University and CIE policies, procedures, and deadlines can have academic and financial ramifications.

Information About Courses Abroad			Xavier Course Equivalent (for Non-Faculty Led)		
Course # and Title	Course Title	Credit Hours	Course # and Title	Credit Hours	Faculty Approval
ARTS 113	Art in Rome	3			
PHIL 200	Philosophical Perspective	3			

DO NOT NEED

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

4. You may find the courses offered on the Academics tab of the [Application](#) brochure for the program you have selected
5. There is no need to get department approval because they are already Xavier classes
6. Sign the form
7. Have your advisor sign
8. 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
9. Bring in to Center for International Education in Gallagher 230 and you're done!