

**UNIVERSITY OF MISSOURI
TRAVELING SCHOLAR PROGRAM**

(Instructions for the course request form at UMKC)

INSTRUCTIONS: The **student** is to: (1) complete the top part of the form, (2) secure the signatures of the major advisor and Graduate Dean, (3) take the signed form to the Office of the Registrar and enroll in the course, 4) return the form to the home Graduate Dean's Office for processing.

The **home Graduate Dean's Office** will send the form to the host Graduate Dean's Office, which will secure the remainder of the required signatures.

The **host Graduate Dean** will send a copy to: (1) the student, (2) the home registrar, and (3) the faculty member offering the requested course.

The **faculty member** will retain the form(s) until the course is completed, enter the grade on the form, and mail the signed form to the host Graduate Dean (School of Graduate Studies AC 300f)

Upon receipt, the **host Graduate Dean**, will duplicate copies and distribute them to: (1) the student, (2) the major advisor, (3) the home registrar, and (4) the home Graduate Dean. The home registrar is responsible for entering the course, credits, and grade on the transcript.

UNIVERSITY OF MISSOURI-KANSAS CITY
TRAVELING SCHOLAR PROGRAM
COURSE REQUEST FORM
 (use separate form for each course)

ENROLLMENT INFORMATION AT UMKC

NAME	ADDRESS
STUDENT NUMBER	HOME CAMPUS UMKC
DEPARTMENT	CURRENT DEGREE SOUGHT
HOST CAMPUS	SEMESTER: FS__ WS__ SS__
PROPOSED COURSE (<i>List department, course number and exact title</i>)	
	CREDIT HRS.
MAJOR ADVISOR'S SIGNATURE	DATE
UMKC DEAN'S SIGNATURE	DATE

APPROVALS

Permission to enroll as a Traveling Scholar does not guarantee that the course or space in a course will be available.

MAJOR ADVISOR (home campus)	DATE
GRADUATE DEAN (home campus)	DATE

If there are specific technologies being utilized (such as Web CT or Blackboard) for this course, please note them below.

FOR USE BY HOST GRADUATE STUDIES OFFICE

FACULTY MEMBER'S NAME AND DEPARTMENT (individual teaching course)	DATE
GRADUATE DEAN'S SIGNATURE (Host Campus)	DATE

COMPLETION OF COURSE

GRADE	DATE	SIGNATURE OF FACULTY MEMBER TEACHING THE COURSE
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