

**UNIVERSITY OF MISSOURI  
TRAVELING SCHOLAR PROGRAM**

**(Instructions for the course request form at UMKC)**

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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) pay applicable fees at the Cashier's Office and secure a paid stamp on the Traveling Scholar form, (5) 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.

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

**ENROLLMENT INFORMATION AT UMKC**

NAME	ADDRESS	
STUDENT NUMBER	HOME CAMPUS	<b>umkc</b>
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	
CERTIFICATION OF ENROLLMENT BY REGISTRAR AT <b>UMKC</b> <i>initial _____ date _____</i>		
CERTIFICATION OF FEES PAID BY <b>UMKC</b> CASHIERS <i>initial _____ date _____</i>		

**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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