STUDY PLAN APPROVAL FORM

Student Name: __________________________  ID#: __________________________  Email: __________________________

Host Institution & Location: __________________________________________________________

Term of Study:  □ Fall 20__  □ Spring 20__  □ Summer 20__  □ All Year 20__ - 20__

<table>
<thead>
<tr>
<th>COURSE at HOST INSTITUTION</th>
<th>CATEGORY COURSE WILL FULFILL AT UM</th>
<th>UM COURSE EQUIVALENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: LIT216: Intro to Literary Theory (3 credits)</td>
<td></td>
<td>LIT 300: Literary Criticism (3 credits)</td>
</tr>
</tbody>
</table>

Complete one form per semester – Disclaimer: You will register for courses through your host institution. Though pre-approved by your department, the courses listed above may not be available.

*Department Chairs must initial if Upper Division credit is to be awarded

Academic Advisor: __________________________  (Print name)  (Signature)  (Date)

Department Chair: __________________________  (Print name)  (Signature)  (Date)

If major requirement: __________________________  (Print name)  (Signature)  (Date)

Department Chair: __________________________  (Print name)  (Signature)  (Date)

If minor requirement: __________________________  (Print name)  (Signature)  (Date)

Enrollment Services: __________________________  (Print name)  (Signature)  (Date)

If General Ed or elective: __________________________  (Print name)  (Signature)  (Date)

Student Signature: __________________________  (Print name)  (Signature)  (Date)

☐ National Student Exchange (NSE)
☐ UM Sponsored Education Abroad Program (ISEP or Partner)
☐ Non-UM Sponsored Education Abroad Program
National Student Exchange

Before You Go: Be sure you take a full-time course load (12+ credits) at your host school and abide by their credit limit for exchange students. Visit UM’s National Student Exchange website for credit limits under the “tuition and fees” tab.

While on Exchange: If at any time you want to alter your Study Plan, contact your UM advisor to secure change approval. Save all email correspondence concerning or approving course change and/or credit transfer that differs from your original Study Plan.

Before Return: Order an official transcript from your host school to be sent to UM Enrollment Services- the office that articulates transfers credits back to UM.

Education Abroad - ISEP or Partner University

Before You Go: Be sure you understand what constitutes a full-time course load at your host institution. Visit UM’s Education Abroad website to learn about your host country’s credit system.

While Overseas: If at any time you want to alter your Study Plan, contact the appropriate party to secure change approval. Save all email correspondence concerning or approving course change and/or credit transfer that differs from your original Study Plan.

Upon Return: Education Abroad will receive an official copy of your transcript from your host institution to be submitted to Enrollment Services with your Study Plan.

Non-UM Education Abroad Program

We recognize that not all students find a UM sponsored program that fits their academic interests and needs. For this reason, many students choose to participate in a program that is not sponsored by UM; some examples include IES Abroad or GoAbroad.com.

UM can only transfer credit based on an official transcript from a regionally accredited institution of higher education, provided that your courses have been pre-approved by your department(s).

Before You Go: You are ultimately responsible for your credit transfer; first check with Admissions to see if your program is accredited and then consult your advisor and the appropriate department chairs to ensure approval for your program.

While Overseas: Order an official transcript from your host school to be sent to UM Enrollment Services- the office that articulates transfers credits back to UM.

If you make changes to your original Study Plan, it is your responsibility to provide ALL relevant materials to Enrollment Services directly to coordinate credit transfer.