

Study Plan Approval Form Instructions

Before You Go

- Complete Part 1 yourself.
- Complete the sections "Transfer Course Title" and "UM Equivalent Course" in Part 2 and meet with your Academic Advisor to obtain his/her approval (signature). (The section "Gen. Ed. Category" is for Admissions & New Student Services use.)
- Obtain your Major Department Chair's approval (signature) if any of your transfer courses will be fulfilling major requirements (and your Minor Department Chair's approval for any minor requirements).
- Obtain approval from an Admissions Evaluator at Admissions & New Student Services in Griz Central if any of your transfer courses will be fulfilling general education (gen. ed.) requirements.
- Review this form with the Assistant Director for Study Abroad and obtain her approval (signature).
- Sign Part 2 yourself.
- Turn this form in with the rest of your application materials (for Partner University Exchange applicants) or after your placement has been confirmed (for ISEP students).
- Take a copy of this form with you abroad. The original should remain in your file in the International Programs.

While Overseas

- You will complete the Enrollment Verification Form, have your host institution coordinator sign it, and send it to International Programs.
- If at any time you make changes to this Study Plan, you must be in contact with your Academic Advisor to secure his/her approval of the changes. Save any email correspondence with your Academic Advisor concerning credit transfer approval.

After You Return

- Bring this form, the Enrollment Verification Form, and a copy of your overseas transcript to Admissions and New Student Services to facilitate the credit transfer process. You will see the same Admissions Evaluator as you did before (see listing above).