



UNIVERSITY OF  
**MONTANA** STUDY PLAN APPROVAL FORM

Student Name \_\_\_\_\_ ID# \_\_\_\_\_ Email: \_\_\_\_\_

Host Institution & Location \_\_\_\_\_ Term of Study  Fall 20\_\_  Spring 20\_\_  Summer 20\_\_  All Year 20\_\_ - 20\_\_

<input type="checkbox"/> NSE <input type="checkbox"/> UM ISEP/Partner <input type="checkbox"/> Non-UM <b>TRANSFER COURSE at HOST INSTITUTION</b>	CATEGORY COURSE WILL FULFILL AT UM					<b>UM COURSE EQUIVALENT</b> <i>if applicable</i>
	Major Requirement	Minor Requirement	Elective or General Ed	Upper Division Credit	GLI?	
<b>Example:</b> AHIST 104: History of the American West (# of hours, credits, points, etc.)	✓		E or GE	Advisor's Initials	✓	HIS 103: American Western History (3 credits)

Complete one (or more) form per semester – **Disclaimer:** You will register for courses through your host institution. Though pre-approved by your department, the courses listed above are not guaranteed.

**Academic Advisor(s)**

Required \_\_\_\_\_ (Print name)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

**Department Chair**

If major requirement \_\_\_\_\_ (Print name)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

**Department Chair**

If minor requirement \_\_\_\_\_ (Print name)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

**Global Leadership**

If GLI student \_\_\_\_\_ (Print name)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

**Enrollment Services**

If General Ed or elective \_\_\_\_\_ (Print name)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

**Student Signature**

\_\_\_\_\_ (Print name)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

*Admin Only:* Is the student submitting other pre-approval forms for credit transfer (e.g., departmental emails or department-specific documents or items?)  
 \_\_\_ Yes  
 \_\_\_ No



# UNIVERSITY OF MONTANA STUDY PLAN APPROVAL FORM INSTRUCTIONS

As an exchange student, you are an ambassador for the University of Montana. Be polite, patient and mindful of cultural differences in your communications and behaviors. When working with UM Enrollment Services, please remember they have many students requesting course evaluations and will work with you as quickly as possible.

It is mandatory you discuss course equivalencies with your academic advisor to determine if courses you want to take at your host institution will transfer back to UM. "Transfer Course" is the course you wish to take at the host institution to substitute for the "UM Course Equivalent." If you're a graduating senior, it is vital that you complete and submit this form, even if you do not expect to fulfill UM course equivalents while abroad.

Meet with and obtain approval from and signatures of:

- ✓ Your Academic Advisor, for endorsement of program and to obtain approval for transferring courses back to UM to fulfill major requirements and upper division credit.
- ✓ Your Major/Minor Department Chair, to obtain approval for transferring courses back to UM to fulfill major/minor requirements and upper division credit.
- ✓ An Admissions Evaluator in Enrollment Services (Lommasson Center 223), for transferring courses back to UM to fulfill general education requirements.
- ✓ The Franke Global Leadership Initiative, for approval of certification requirements while abroad.

Complete the form with your signature.

<u>National Student Exchange</u>	<u>UM Education Abroad - ISEP or Partner University</u>	<u>Non-UM Education Abroad Program</u>
<p><b>Before You Go:</b> 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. Keep your original Study Plan Approval Form in a safe space.</p> <p><b>While on Exchange:</b> 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.</p> <p><b>Before Return:</b> Order an official transcript from your host school to be sent to UM Enrollment Services- the office that articulates transfers credits back to UM.</p>	<p><b>Before You Go:</b> 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. Submit a copy of this completed form to UM EA, and keep your original Study Plan Approval Form in a safe space.</p> <p><b>While Overseas:</b> If at any time you want to alter your Study Plan, contact the appropriate party to secure change approval. Save <i>all</i> email correspondence concerning or approving course change and/or credit transfer that differs from your original Study Plan. Order a personal copy of your transcript for your records before you leave.</p> <p><b>Upon Return:</b> Check in with your host institution that they'll send a transcript to the Global Engagement Office. Education Abroad will receive an official copy of your transcript from your host institution to be submitted to UM Enrollment Services with your Study Plan Approval form.</p>	<p>Students choose to participate in a program that is not sponsored by UM; some examples include IES Abroad or <a href="http://GoAbroad.com">GoAbroad.com</a>. UM can only transfer credit based on an official transcript from a <i>regionally accredited</i> institution of higher education, provided that your courses have been pre-approved by your department(s). Check with the UM Admissions Office on accreditation status of your preferred program.</p> <p><b>Before You Go:</b> You are ultimately responsible for your credit change and/or credit transfer that differs from transfer; you must consult your advisor and the appropriate department chairs to ensure approval for your program. Keep your original Study Plan Approval Form in a safe space.</p> <p><b>While Overseas:</b> Order an official transcript from your host school to be sent to UM Enrollment Services - the office that articulates transfers credits back to UM. Order a personal copy of your transcript for your records before you leave.</p> <p><b>Upon Return:</b> Check in with UM Enrollment Services to ensure that your transcript was successfully received.</p>

*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.*