



# Pre-Approval of Study Abroad Credits

## Office of International Programs

Station 2 | 1500 S Ave K | Portales, NM 88130

Phone: 575.562.4697 | international.advisor@enmu.edu

### Student Information

Legal name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

ENMU ID number: \_\_\_\_\_ Major: \_\_\_\_\_

Number of credits to be approved: \_\_\_\_\_ Semester abroad:  Fall  Spring  Summer One  Summer Two

Type of program:  Reciprocal  Affiliated

### Acknowledgement and Signature

1. Students must obtain Eastern New Mexico University (ENMU) approval for the course(s) they take abroad. Insofar as possible, credit for specific courses should be approved in advance. When specific courses are not known in advance or changes must be made at the program site, approval should be secured through the academic advisor. It is the responsibility of the student to discuss study abroad plans with their academic advisor to determine which course(s) will fit their degree plan.
2. A course must be approved by the ENMU department teaching it, not by the academic advisor, unless the course falls under the student's major (e.g., chemistry advisors cannot sign off on business courses). Upon completion of the course approval portion of this form, the student will have their academic advisor and college dean sign off on the form.
3. Students who participate in an affiliated program will have their grades transferred back and appear on their ENMU transcripts, but those grades will not be factored into their GPA.
4. Students who participate in reciprocal programs will have their grades transferred back, appear on their ENMU transcripts and be factored into their GPA.
5. Credits from countries using the ECTS credit system will transfer back with half the credits (e.g., six ECTS credits = three U.S. credits). Students in ECTS countries should register for a minimum of four courses.
6. It is the student's responsibility to bring their syllabi, coursework and other work completed abroad back to ENMU. This form does not guarantee that all courses will transfer to ENMU or count toward the student's degree. Approval for classes can only come from colleges and departments, and they reserve the right to review all syllabi before awarding credit.
7. Students must enroll in a full load of 12 credit hours when studying abroad for one semester. Students studying abroad in the summer should enroll in at least three credit hours, six if they need financial aid.
8. Students must request that official transcripts from the host institution be sent directly to the Office of International Programs at ENMU. Under no circumstances will hand-carried or unofficial transcripts be accepted.

**I have read and fully understand the above information. By signing this form, I am aware of my responsibilities in obtaining credit at ENMU for coursework completed abroad.**

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

## Approval for Courses Taught within Major

Advisors are only to sign off on courses that would be taught in their department.

Host University Course Title and Number	ENMU Course Title and Number	Department	Course to Apply
			<input type="checkbox"/> Major <input type="checkbox"/> Gen Ed <input type="checkbox"/> Minor <input type="checkbox"/> Elective
			<input type="checkbox"/> Major <input type="checkbox"/> Gen Ed <input type="checkbox"/> Minor <input type="checkbox"/> Elective
			<input type="checkbox"/> Major <input type="checkbox"/> Gen Ed <input type="checkbox"/> Minor <input type="checkbox"/> Elective
			<input type="checkbox"/> Major <input type="checkbox"/> Gen Ed <input type="checkbox"/> Minor <input type="checkbox"/> Elective
_____ Academic advisor printed name                      Academic advisor signature			_____ Date

## Approval for Courses Taught Outside Major

Students taking courses outside their major need signatures from the corresponding department(s).

Host University Course Title and Number	ENMU Course Title and Number	Department	Course to Apply
			<input type="checkbox"/> Major <input type="checkbox"/> Gen Ed <input type="checkbox"/> Minor <input type="checkbox"/> Elective
_____ Chair printed name                      Chair signature			_____ Date
			<input type="checkbox"/> Major <input type="checkbox"/> Gen Ed <input type="checkbox"/> Minor <input type="checkbox"/> Elective
_____ Chair printed name                      Chair signature			_____ Date
			<input type="checkbox"/> Major <input type="checkbox"/> Gen Ed <input type="checkbox"/> Minor <input type="checkbox"/> Elective
_____ Chair printed name                      Chair signature			_____ Date

## Acknowledgement and Signatures

**This student is in good academic standing and has met with you to discuss their degree requirements.**

\_\_\_\_\_ Academic advisor printed name                      Academic advisor signature                      Date

**This student has discussed their plan with you and how the above courses will apply toward their degree plan.**

\_\_\_\_\_ Dean printed name                      Dean signature                      Date