

RECIPROCAL EDUCATIONAL EXCHANGE PROGRAM (REEP) COURSE APPROVAL FORM

Name _____ UIN _____-00-_____ College _____ Major _____ Minor _____

Host Institution _____ Semester & Year Abroad _____ Term Start Date _____ Term End Date _____

Phone _(_____) _____ Email _____@email.tamu.edu Expected Grad. Date (mm/yr) _____

Students must complete this form prior to their exchange program abroad. See page 3 for further instructions.

Texas A&M Student Use		Course Approver Use			Major Advisor Use	
Course number at host institution	Course title at host institution	Degree Area/ TAMU Equivalent	Contact Hours	Academic Advisor Approval	Residency Hours (Y/N)	Major Advisor Approval

Study Abroad Programs Office | 1st Floor Pavilion | 3262 TAMU, College Station, TX 77843 | Tel: 979-845-0544 | Fax: 979-458-3623 | studyabroad.tamu.edu

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Name _____ UIN _____-00-_____ Host Institution _____ Semester & Year Abroad _____

1. (If Applicable) FOREIGN LANGUAGE APPROVAL

My signature below indicates that I have read and understood the information listed on this form and approve coursework for transfer credit.

Advisor's Name (Print)

Advisor's Signature

Department

Date (mm/dd/yyyy)

COMMENT:

2. MAJOR ACADEMIC ADVISOR APPROVAL

My signature below indicates that I have read and understood the information listed on this form and approve coursework for transfer credit.

Advisor's Name (Print)

Advisor's Signature

Department

Date (mm/dd/yyyy)

COMMENT:

3. (If Applicable) ADDITIONAL MAJOR/ MINOR/ CERTIFICATE ADVISOR APPROVAL

My signature below indicates that I have read and understood the information listed on this form and approve coursework for transfer credit.

Advisor's Name (Print)

Advisor's Signature

Department/College

Date (mm/dd/yyyy)

COMMENT:

4. ACADEMIC OPERATIONS COUNCIL (AOC) DEAN APPROVAL

My signature below indicates that I have read and understood the information listed on this form and approve coursework for transfer credit.

AOC Dean's Name (Print)

AOC Dean's Signature

College

Date (mm/dd/yyyy)

COMMENT:

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Instructions for Students

The Course Approval Form is required for all students participating in a reciprocal educational exchange program. Please complete the following steps:

1. Complete your personal information at the top of pages 1 and 2.
2. Review the course catalog for the host institution (generally available online). Identify 8-10 courses you would like to take and collect as much information as possible on the courses. Add the courses in the two left columns on page 1 in the *'Texas A&M Student Use'* Section.
3. Representatives from the following Texas A&M departments or colleges must complete the **"Course Approver Use"** section for each course listed on page 1 and sign for pre-approval in the order listed below:
 - *Foreign Language Approval:*
 - Arabic, Chinese, French, German, Greek, Italian, Japanese, Latin, or Russian – *Department of International Studies (Academic Building 107)*
 - Call 979-845-5144 for available walk-in advising hours or to schedule an appointment with a foreign language academic advisor.
 - Spanish or Portuguese – *Department of Hispanic Studies (Academic Building 205)*
 - Call 979-845-2125 to schedule an appointment or view walk-in advising hours at hispanicstudies.tamu.edu.
 - Be sure the advisor completes the **"Course Approver Use"** section on page 1 and signs on page 2.
 - *Major Courses & Additional Course Approval:*
 - Meet with your major academic advisor to review courses and to complete the **"Course Approver Use"** section on page 1. Be aware your advisor may ask you to visit and obtain approval from advisors in other departments and then return for final signature approval.
 - Meet with any necessary non-major advisor(s) to complete the **"Course Approver Use"** section on page 1.
 - Meet with your major academic advisor (again) to complete the **"Major Advisor Use"** section on page 1 and to sign on page 2.
 - If needed, also meet with additional major/minor/certificate advisor(s) to sign on page 2.
 - *Academic Operations Council (AOC) Dean Approval:*
 - Take the form to your College Dean's office for final signature. You will likely need to leave your form and then return to pick it up. For a list of College AOC Dean Office locations, see page 4.
4. Return you completed REEP Course Approval Form with approval for 8-10 courses per semester to the Study Abroad Programs Office. A copy will be uploaded to your application.

Instructions for Course Approvers (may also be your Major Advisor)

Review the course information as presented to you by the student (course descriptions, syllabi, etc.) and indicate how each course listed on page 1:

- Can be adjusted to fit into the student's degree plan in the **"Degree Area/ Texas A&M Equivalent"** column. If a particular course cannot be adjusted into the student's degree plan, mark an "X" in the **"Degree Area/ Texas A&M Equivalent"** column and provide further comments on page 2.
- Determine the number of contact hours for the course in the **"Contact Hours"** column.
- Sign in the **"Academic Advisor Approval"** column to indicate your approval for the course.

Instructions for Major Advisors

Review the course information and approvals received for the students desired courses and indicate how each course listed on page 1:

- Can be adjusted to fulfill residency requirement per rule 14.20 (student-rules.tamu.edu/rule14) in the **"Residency Hours"** column.
- Sign in the **"Major Advisor Approval"** column to indicate your approval for the course.
- Sign and include any additional comments on page 2.

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AOC Dean Office Locations

Bush School of Government & Public Service	Allen Building, room 2132	979-862-8007
College of Agriculture and Life Sciences	Agriculture and Life Sciences Building, Suite 515	979-845-3712
College of Architecture	Langford A, room 202	979-845-7886
College of Education & Human Development	Harrington Tower, Room 801	979-845-5311
College of Engineering	Zachry Engineering Education Complex, Suite 481	979-845-7200
College of Geosciences	Oceanography & Meteorology Building, room 202	979-845-3651
College of Liberal Arts	Coke Building, room 202	979-845-5143
College of Science	Blocker Building, room 517	979-845-7361
College of Veterinary Medicine & Biomedical Sciences	Veterinary Building Education Complex, room 123	979-845-4941
Mays Business School	Wehner Building, Suite 238	979-862-3850

Questions about this form may be directed to Katy Lane in the Study Abroad Programs Office at 979-845-0544 or klane@tamu.edu.