

- Complete this form prior to departing for your ISEP exchange even if course registration will not be finalized until after you arrive at your host university.
- Course(s) **must** be approved by your advisor, the department head, and the Registrar's Office.
 - All courses will be accepted as electives, unless course equivalency approval has been obtained.
 - If the approved course(s) are no longer offered at the host institution, approval for new course(s) must be granted.
- You should obtain approval for more courses than you plan on taking in case some courses are not offered at the host institution.
- Colorado Mesa University policy states that lower division courses (100 & 200) cannot be used for upper division courses (300 & 400).
- The completed course(s) will apply as institutional credit regardless of the grade received. Any "P" or "S" grades must be equivalent to a "C" or higher.
- You are required to bring back course descriptions and syllabi for all course taken abroad.
- If your actual course registration differs from this agreement:
 - If course is within your major, Department Head must approve or disprove course(s).
 - If course is NOT within your major, the Registrar's Office will approve the course(s).
- After completion of the course(s), an official transcript must be sent from the host institution directly to ISEP Central.
 - ISEP Central will forward transcript to CMU's Assistant Registrar
 - **A transcript issued to the student will not be accepted.**

Advisor: _____

Date: _____

Department Head: _____

Date: _____

Registrar's Office: _____

Date: _____

Student: _____

Date: _____

Office Use Only: CODE: _____ ACCR: _____ Input Date: _____ Initials: _____
