

Texas A&M Reciprocal Educational Exchange Program **Course Equivalency Form**



Student's Name: LAST, FIRST

Student's UIN

Name of Host Institution

Major(2)

Holding Course (eg., AGLS 301-550)

Term 1 of exchange
(ex. 200931 = Fall 2009)

Number of holding course hours

Term 2 of exchange
(ex. 201011 = Spring 2010)

Number of holding course hours

Student: Please complete above the information requested such as semester(s) of exchange and complete holding course information (available via MyRecord tab in Howdy Portal (<http://howdy.tamu.edu>)). Below please list the host institution course numbers/titles, but leave the TAMU equivalent, credit hours and grade as well as signature and date below blank for the academic department to complete.

Faculty/Staff: For final approval the Study Abroad Programs Office will route REEP Course Equivalency Substitution forms through the student's academic advisor(s) and the appropriate dean's/deans' office(s) and subsequently forward the documents to the Registrar's Office to be entered on the student's academic record. As indicated below please complete the form with the appropriate Texas A&M course equivalents and the corresponding grades to be substituted on the student's Texas A&M academic record for the courses taken at the reciprocal exchange partner institution named above.

PLEASE NOTE: AOC approved a Reciprocal Exchange Course Equivalency Database in September of 2002. This course will automatically be added to the Database. If you do NOT want this course added, please mark the far right column below.

Term for credit (ex: 200931)	Host Institution Course No. & Title (ex: MT00-873 International Marketing)	Texas A&M Equivalent Course Code & Title (ex: MKTG 401 Global Marketing)	TAMU credit hours	Grade earned on TAMU scale	Do NOT add to Database

Departmental approval (please print):

Name of Reviewer

Title

Department

E-mail

Telephone No.

Signature

Date

Please return completed form to Reciprocal Exchange Coordinator – Karen Burke, 230D Wehner Bldg. Center for International Business, 4116 TAMU. For questions call 845-7256 or e-mail kburke@tamu.edu