As actual registration and sometimes course placement occur at the host institution, these courses are not guaranteed. Students must be registered in the Texas A&M exchange holding course as full-time students during the entire exchange, so please select extra courses for each semester of exchange and several alternate courses. Please also be flexible to changes.

*Reminder: List in priority order 8-10 courses per semester in the event that your first priorities are not available upon arrival at host institution.

<table>
<thead>
<tr>
<th>Course and number at host institution</th>
<th>Anticipated Texas A&amp;M equivalents</th>
<th>Texas A&amp;M credit hours</th>
<th>Approved or Verified by (Print name &amp; department, then sign name.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>With your signature, you verify the course equivalency and agree to work with the student before, during and after the exchange on course selection and equivalencies.</td>
</tr>
</tbody>
</table>

*By signing this form, you are verifying that have discussed this exchange and the consequences thereof for the student’s degree plan with the student and agreeing to work with the student before, during and after the exchange on course equivalency issues, as necessary.
Student Instructions:
Reciprocal Educational Exchange Program (REEP)
Course Selection Form Fields

1 **Host Institution:** Write the name of the partner institution at which you will be studying, ex. “Lancaster University.” (NOT Texas A&M; Texas A&M is your home university.)

2 **Semester(s) and Year(s) of Exchange:** ex. “Fall 2008 – Spring 2009” or “Fall 2009.”

3 **Number and Title of Course at Host Institution:** Fill in the number and title of the host institution courses you would like to get equivalency credit for at Texas A&M. Not all universities assign course numbers and/or permanent titles.

4 **Anticipated Texas A&M Equivalents:** Write the Texas A&M course number and title of the anticipated equivalencies as approved in the database or by the department for credit.

5 **Texas A&M Credit Hours:** Enter the number of credit hours approved for each equivalency.

6 **Approved or Verified by (Print name and department, then sign name):**
   A. An academic advisor (faculty or staff) in the relevant department will need to sign to indicate approval and agreement. For example, a course for which you will get COMM 203 credit, must be approved by an academic advisor in the Department of Communications or be in the previously approved course database.
   B. The departmental academic advisor’s signature in this field verifies the course equivalency and that that person agrees to work with the student before, during and after the exchange on course selection and equivalencies.

7 **Major Advisor:** The student’s departmental academic advisor for her/his major needs to print and sign his/her name, then date this. If the student has a double major, signatures from both majors are required. The advisor(s) should also include an e-mail address at which s/he can be easily reached if necessary.

8 **Associate/Assistant Dean:** The associate or assistant dean in the college of the student’s major who is responsible for undergraduate programs signs here. The Study Abroad Advisor coordinating Reciprocal Exchanges can provide the current information as to who should sign this in each individual case, if necessary.

*For additional information, please contact the*
Reciprocal Exchange Advisor
Study Abroad Programs
Orie Varner at ovarner@ipomail.tamu.edu or 979-845-0544

or

Mays Reciprocal Exchange Program Coordinator
Center for International Business Studies
Katy Lane at klane@mays.tamu.edu or 979-845-7256
230D Wehner Building