

# Request to Take a Course Under the Exchange Agreement Between the State Supported Institutions in Northern Colorado

*To Student:* After reading the back of this form, complete the information below, obtain all approval signatures, and deliver this form to the Registrar's Office on your home campus. You must be full-time at your home institution to participate in this program.

Name of Student: \_\_\_\_\_ Student Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Resident (Colorado) \_\_\_ Yes \_\_\_ No Citizen: \_\_\_ Yes \_\_\_ No

Home Institution (Circle one): CSM Colorado State UC-Boulder UC-Denver DDC/AMC UC-Colorado Springs UNC  
 I will be registered concurrently at my home institution for \_\_\_\_\_ semester hours.

I request permission to attend the (circle one): SPRING SUMMER FALL WINTER Semester 20\_\_\_\_

Prefix & Course #	Title	Credits

Host Institution (Circle one): CSM Colorado State UC-Boulder UC-Denver DDC/AMC UC-Colorado Springs UNC

*By signing this form, I understand that the term I am requesting this class is not my graduation term. I also understand that I may be required to pay mandatory fees at the host institution. I agree to all rules listed on the back of this form.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Request Approved by:**

Host Instructor: \_\_\_\_\_ Date: \_\_\_\_\_ Department: \_\_\_\_\_

(Note to instructor: When space for the guest student cannot be accommodated due to cancellation, lack of prerequisites, etc., note on signature line and return to student.)

Home Department: \_\_\_\_\_ Date: \_\_\_\_\_

Home Graduate School: \_\_\_\_\_ Date: \_\_\_\_\_

(Note to Graduate School: Signing indicates that this student is pursuing a program leading to an advanced degree. This course is required for the advanced degree.)

**DO NOT WRITE BELOW THIS LINE**

Received in home registrar by: \_\_\_\_\_ phone: \_\_\_\_\_ date: \_\_\_\_\_

Received in host registrar by: \_\_\_\_\_ phone: \_\_\_\_\_ date: \_\_\_\_\_

Forwarded to host department by: \_\_\_\_\_ date: \_\_\_\_\_

To instructor: When course has been completed, enter grade, sign, and return white and green copies to your Registrar or Office of Registration.			
Grade	Prefix and Course #	Instructor's Signature	Date

White and green copies with grade listed received by host registrar \_\_\_\_\_ (Date)  
 White copy forwarded by \_\_\_\_\_ to home registrar \_\_\_\_\_ (Date)  
 Received by home registrar \_\_\_\_\_ (Date)  
 Grade recorded by \_\_\_\_\_ (Date)

INFORMATION SHEET FOR  
 REQUEST TO TAKE A COURSE UNDER THE EXCHANGE  
 AGREEMENT BETWEEN COLORADO SCHOOL OF MINES, COLORADO STATE UNIVERSITY,  
 UNIVERSITY OF NORTHERN COLORADO, AND UNIVERSITY OF COLORADO

The above state supported institutions in Northern Colorado will accept each other's graduate students for instruction of state funded courses without payment of additional tuition if the attached form (EX 102) is completed by the student and returned to the Registrar of the home institution. (Students may be required to pay university technology fees.)

This request will be processed only if all of the following conditions are met:

1. The graduate student is registered full-time at the home institution.
2. The course requested is part of the regular load – not an overload.
3. The student is pursuing a program leading to an advanced degree. All courses requested must be required for the degree program or a prerequisite for one the required course.
4. The course is not offered on the student's own campus at the time the student can take advantage of it.
5. The request is presented prior to the registration period for the term the course is to be taken.
6. The request is presented any term except the graduation term.
7. A separate request form is completed for each course taken.
8. Space is available.

The home Registrar will send the form to the Registrar of the host institution who will send it to the department offering the desired course as a notice that the exchange student will be enrolled.

When the course has been completed, the instructor will enter on the form the grade earned by the student and return it to the Registrar who will forward it to the Registrar of the originating institution (home institution) and the grade will be entered on the student's permanent record.

If the host institution is unable to accept the student, the entire form will be returned to the Registrar of the home institution who will inform the student that he/she will be unable to attend the course as requested. If the student decides NOT to complete the course (drop/withdraw), the host Registrar will return the entire form to the Registrar of the home institution and will attach a letter of explanation. A copy of this letter will also be forwarded to the student.

NOTE: A record of the course will not appear on any registration records at the host institution. The only record of registration will be the Exchange Agreement Form. When the course has been completed, the instructor will enter on the form the grade earned by the student and return it to the host Registrar who will forward it to the Registrar's Office. The grade will then be entered on the student's permanent record at the home institution.

Distribution:

- Gold - Student - Detach and retain.
- Pink - Home Registrar - Detach and retain before sending request to host registrar.
- Yellow - Host Registrar - Detach and retain before forwarding white and green copies to department providing instructions
- Green - Host Registrar - Detach before forwarding white copy to home registrar
- White - Host Registrar - Return to home registrar when grade is entered.