

Taking a Course at Another Institution

****Note: In order to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA), students must email from their UNM Account, including full name and ID number. By law, no information contained in educational records can be communicated via non-UNM accounts once students are admitted. For information on FERPA and confidentiality, please visit <http://ed.gov/policy/gen/guid/fpco/ferpa/students.html>. 10/30/2019 ****

Obtain approval prior to departure

Students wishing to take a chemistry course at a different institution, whether in the United States or another country, and transfer it back to UNM for course equivalency/credit, should submit to the Arts and Sciences Chemistry advisor (ChemAdvise@unm.edu)

1. International Transfer Course Equivalency Form (from GEO for international institutions, <http://geo.unm.edu/>) or Departmental/College/School Determination of Course Action (from One-Stop, <https://onestop.unm.edu/>)
2. A syllabus of the course that contains the description and the objectives of the target course, grading policy, textbook, content list, and class schedule prior to the departure to the other institution. A written statement that explains the request and a justification is also required. This must be done separately for each course.

An advisor review the material to ensure it is complete and forward it to the appropriate faculty member for review. The faculty member should respond within 3 business days (of the review materials being forwarded) with a decision communicated to the advisor, who will then respond to the student as to approval or disapproval of the equivalency/transfer. If approved, the appropriate signature form for either domestic or international courses then must be completed. It is the student's responsibility to obtain the required signatures, then to file the materials with the Lobo Trax Transfer Team to establish the agreement.

Transfer the credits after returning

You will follow the steps for credit transfer from other institutions as described in the "Credit Transfer from Other Institutions". If you want to use the transfer course to meet the pre-requisite requirement of an UNM course, you need to start the process as early as possible, even while you are still studying at another institution, by following the steps described in next section.

Using a transferred course as a pre-requisite

If the student encounters issues with needing a prerequisite override to register for a chemistry course at UNM while abroad or studying at another institution, they must complete the General Prerequisite Override Form and send it to the advisor at ChemAdvise@unm.edu. Once the student returns, it is his or her responsibility to send a copy of a transcript in English (or officially translated transcript) that shows the course name, credit hour, semester, and grade of the targeted course to the Lobo Trax Transfer Team in order to transfer credit.