

The purpose of the Request Form is to get approval to take courses outside of NMSU main campus.

NAME _____ AGGIE ID _____

SEMESTER _____ MAJOR _____ MINOR _____

INSTITUTION INFORMATION					NMSU EQUIVALENCY TO		
NAME	Semester	Course Prefix	Course Title	Credits	Course Prefix	Course Title	Credits

Justification _____

Approved Not Approved _____ Associate Department Head

Departmental Requirements:

- a. Fill out form in its entirety.
- b. Attach course description and syllabus
- c. Email form and attachments to mae@nmsu.edu for approval.

Policy

Policy for engineering majors enrolling in courses at other institutions to Meet College of Engineering Departmental Core Requirements

1. NMSU Policy Manual Chapter 6, section 89, paragraph A. "The decision to award a student credit for work completed at another institution rests with the faculty."
2. NMSU main campus engineering majors may take core classes at other institutions of higher education to meet NMSU College of Engineering Departmental Core if the NMSU core course cannot accommodate any more eligible students.
3. The following conditions and restrictions apply to any course not taken on the NMSU main campus.
 - a. The department must approve the course prior to enrollment.
 - b. The course must be a class in a program that is accredited by the accreditation commission of ABET, Inc.
 - c. The course must be substantially the same as the equivalent NMSU class and student must have satisfied all NMSU prerequisite requirements.
 - d. The student shall provide a corresponding course syllabus and any other documentation required.
4. The following condition applies to any *on-line* course not taken from the NMSU main campus.
 - a. Scheduled exams, if any, shall be proctored².

¹Core requirements are defined as required departmental, discipline-related, courses within the major.
²Exams must be proctored by a university or college testing center.