



# NON-UM Programs Policies and Instructions

(Non-Refundable Program Fee \$350.00)

In order to have credits taken at a non-UM program count towards your UM degree, complete this packet and obtain the appropriate signatures as indicated on each form.

*Non-UM programs do not meet the UM requirement of completing the last 45 credits in residence at UM. Only UM programs are considered "in residence". Students may appeal this policy through their school/college.*

**NOTE: If requesting this status late in the semester before departing or during the semester in which you are studying away, it is the student's responsibility to notify all departments of the new status. Students are responsible for any charges incurred as a result of not notifying departments, of their intent to study elsewhere and following appropriate check-out procedures. This may include housing, parking or other fees.**

Please refer to these definitions when reading the instructions below

1. Domestic program: a program that takes places in the U.S., and from which a transcript is issued by an institution within the U.S.
2. Domestic with foreign transcript program: a program that takes places in the U.S., and from which a transcript is issued by an institution outside of the U.S.
3. Foreign program: a program that takes places outside of the U.S., and from which a transcript is issued by an institution outside of the U.S.
4. Foreign with domestic transcript program: a program that takes places outside of the U.S., and from which a transcript is issued by an institution within the U.S.

## **APPLICATION (Each semester away requires a separate application)**

Domestic program:

1. Complete Part I only. You must enter the courses you intend to take with your Non-UM on the left column.
2. Print the UM course descriptions for the courses for which you believe you should receive credit.
3. Bring this packet and the printed course descriptions to your Academic Dean's office for course equivalency approval and obtaining signatures.

Domestic with foreign transcript, foreign & foreign with domestic transcript programs:

1. Complete Part II and Part III first.
2. Bring this packet to the Office of Study Abroad to obtain a signature for institution accreditation. Be sure you have indicated the Name of Institution Issuing Transcript at the bottom of Part III.
3. Complete Part I. You must enter the courses you intend to take with your Non-UM on the left column.
4. Print the UM course descriptions for the courses for which you believe you should receive credit.
5. For course equivalency approval and obtaining signatures for Part I, bring this packet and the printed course descriptions to the Academic Dean's office of each department you wish to receive credit.  
Complete page 1 of the application form. Bring this packet to your Academic Dean's office for information regarding course equivalencies and obtaining signatures.

**Study abroad program participants:** Bring this application to Study Abroad for Part III. Once Part III is completed and signed, bring this packet to your Academic Dean's office for information regarding course equivalencies and obtaining signatures.

**International students:** Obtain approval signature from the International Student & Scholar Services office (*Fall and Spring ONLY, not required for summer sessions*).

**Program Fee: \$350 non-refundable per semester** (Fall and Spring only), Effective July 1, 2017.

- The fee will appear on your bill once your paperwork has been processed (an email will be sent to you upon completion of this process).

- Payment must be made no later than the **payment deadline/last day to drop without a “W” of the semester** in which you are requesting this status or you will be dropped and will lose the benefit of this status and will then have to be readmitted to the University and pay the readmission fee.
- Applications received **after the last day to drop without a “W” will not** be processed.
- **During the semester that you are away an exit interview hold will be placed on your record. You will receive email notification about the “Exit interview” please comply with the request (forward the Exit interview confirmation to [saccounts@miami.edu](mailto:saccounts@miami.edu) to avoid any holds for the next registration.**

### **COURSE EQUIVALENCY FORM**

In order to confirm that courses taken at the outside institution will transfer back to UM correctly, complete the **Course Equivalency Form**. Bring this form to your Academic Dean’s Office for the procedures for obtaining signatures for course equivalencies. Once course equivalencies are completed, return this form to your Academic Dean’s Office for final approval and the Academic Dean’s signature.

- Include alternate courses should your first choices not be available.
- Courses that will be used to fulfill major and/or minor requirements must be approved by the appropriate UM department.
- Courses taken through a non-UM program **must be through an accredited institution** and will be considered transfer credit at UM.
- International credit and / or half/quarter semester credit at outside institutions may not transfer back to UM at the normal UM credit equivalency.
- Any work transferred back to UM must meet the transfer criteria. Accepted courses are considered transfer credit. Transfer grades are not calculated into your grade point average (GPA); only the credits earned will be accepted.

***Please bring all completed forms from this package to the Office of the Registrar.***

***Address:  
Office of the University Registrar  
1306 Stanford Drive  
The University Center, Room 1230  
Coral Gables, FL 33146***

### ***Incoming Transcripts - Obtaining Credit for Courses***

Upon completion of your program, have your official transcript mailed to UM for evaluation.

University of Miami  
Admission – Transcript Evaluations  
P.O. Box 249117  
Coral Gables, Florida 33124-5229  
***(The locator code (5229) is important!)***

### **STUDY ABROAD STUDENTS**

Students who are studying outside of the United States must complete the **Student Code of Conduct and Participation Form**.



# NON-UM PROGRAM DECLARATION FORM

(For Study Abroad OR Attendance at U.S.A. based Institutions)  
(Non-Refundable Program Fee \$350.00)

**PART I: STUDENT INFORMATION – TO BE COMPLETED BY ALL STUDENTS**

Name: _____	UM ID #: _____	Gender: ___ Male ___ Female
Email: _____	Phone: _____	U.S. Citizen: ___ Y ___ N
Major(s) at UM: _____	Total number of credits completed prior to leaving UM: _____	

**PART II: PROGRAM INFORMATION – TO BE COMPLETED BY ALL STUDENTS**

<p>A. Please Check <b>ONE</b>:</p> <p>[ ] For Students Studying Abroad: Name of Program _____</p> <p>[ ] For Students Attending Classes in the United States: Name of University/College _____</p> <p>City and State (or Country): _____</p> <p>Time Period to Study Away: <input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____ (ONE form for each semester)      Year                      Year</p> <p>B. Will you be dually enrolled at the University of Miami for the same term in which you are studying at the above noted institution?      _____YES      _____NO</p>
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**PART III: STUDY ABROAD PROGRAM INFORMATION - TO BE COMPLETED BY STUDENTS STUDYING ABROAD**

<p><b>VERIFY that credits to be earned abroad are from an accredited institution.</b> The Study Abroad Office must verify that the requested Non-UM study abroad program is accredited. The Study Abroad representative must confirm that the official transcript issued upon completion of the program abroad is from an accredited institution recognized by the University of Miami. <b>Please attach a description of the program, including relevant contact information about the organization or university issuing the transcript.</b></p> <p><i>Make sure to research the program thoroughly. There are many study abroad programs available to college students and the University of Miami and its agents cannot guarantee the academic integrity or cultural aspects of non-UM study abroad programs. Find out about the quality of a program by contacting the organization directly and ask for references from past participants.</i></p> <p>_____ Name of Institution Issuing Transcript</p> <p>_____ Signature of Study Abroad Representative</p> <p>_____ Date</p>
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**PART IV: FINANCIAL AID ACKNOWLEDGEMENT – TO BE COMPLETED BY ALL STUDENTS**

<p>As of Spring 2015, students will no longer be able to apply their financial aid to a Non-UM program of study (both domestic and international.) During the semester you plan to study away, you will not receive financial aid (including scholarships, grants and loans) through the University of Miami. The Study Abroad Office does not administer financial assistance programs, and any questions regarding your financial aid eligibility for Non-UM programs should be discussed with the Financial Aid office or with the host university or organization.</p> <p><b>I understand that it is my responsibility to arrange financing for all associated costs for this Non-UM program.</b></p> <p>_____ Student Signature</p> <p>_____ Date</p>
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**PART V: TO BE COMPLETED BY INTERNATIONAL STUDENTS ONLY TRAVELLING DURING FALL/SPRING**  
(Note: PART V is not required)

<p><b>For UM International Students Only - Approval from International Student &amp; Scholar Services (ISSS):</b></p> <p>ISSS Advisor Signature: _____ Date: _____</p>
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## NON-UM PROGRAMS COURSE EQUIVALENCY FORM

Complete this form regarding the courses you will take at the outside institution so that the courses earned elsewhere transfer back to UM correctly.

- **Include alternate courses should your first choices not be available.**
- Courses that will be used to fulfill major and/or minor requirements must be approved by the appropriate UM department.
- Courses taken through a non-UM program **must be through an accredited institution** and will be considered transfer credit at UM.
- International credit and / or half/quarter semester credit at outside institutions may not transfer back to UM at the normal UM credit equivalency.
- Any work transferred back to UM must meet the transfer criteria. Accepted courses are considered transfer credit. Transfer grades are not calculated into your grade point average (GPA); only the credits earned will be accepted.

Bring this form to your Academic Dean's Office. The Dean's Office will advise you regarding the procedure for obtaining signatures for course equivalencies. Once course equivalencies are completed, return this form to your Academic Dean's Office for final approval and the Academic Dean's signature.

### PART I

**Student Name:** \_\_\_\_\_

**Student UM ID #:** \_\_\_\_\_ **School & Major:** \_\_\_\_\_

**Study Abroad Program or U.S. institution:** \_\_\_\_\_

**Time Period to Study Away:**  Fall: \_\_\_\_  Spring: \_\_\_\_  
(ONE form for EACH semester)      Year                      Year

Courses taken abroad or at a U.S. institution approved as UM equivalencies:

1. \_\_\_\_\_ Course Title and Number      \_\_\_\_\_ UM Equivalent Course and Number      Course approved for: (Circle one)

Major/Minor      Gen Ed/Elective

\_\_\_\_\_  
Authorized Name Printed

\_\_\_\_\_  
UM Course Title

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

2. \_\_\_\_\_ Course Title and Number      \_\_\_\_\_ UM Equivalent Course and Number      Course approved for: (Circle one)

Major/Minor      Gen Ed/Elective

\_\_\_\_\_  
Authorized Name Printed

\_\_\_\_\_  
UM Course Title

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

3. \_\_\_\_\_ Course Title and Number      \_\_\_\_\_ UM Equivalent Course and Number      Course approved for: (Circle one)

Major/Minor      Gen Ed/Elective

\_\_\_\_\_  
Authorized Name Printed

\_\_\_\_\_  
UM Course Title

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Scan to: RGCONSOR**

4. \_\_\_\_\_  
 Course Title and Number                      UM Equivalent Course and Number  
 \_\_\_\_\_  
 Authorized Name Printed                      UM Course Title  
 \_\_\_\_\_  
 Authorized Signature                      Date

Course approved for: (Circle one)  
 Major/Minor    Gen Ed/Elective

5. \_\_\_\_\_  
 Course Title and Number                      UM Equivalent Course and Number  
 \_\_\_\_\_  
 Authorized Name Printed                      UM Course Title  
 \_\_\_\_\_  
 Authorized Signature                      Date

Course approved for: (Circle one)  
 Major/Minor    Gen Ed/Elective

6. \_\_\_\_\_  
 Course Title and Number                      UM Equivalent Course and Number  
 \_\_\_\_\_  
 Authorized Name Printed                      UM Course Title  
 \_\_\_\_\_  
 Authorized Signature                      Date

Course approved for: (Circle one)  
 Major/Minor    Gen Ed/Elective

7. \_\_\_\_\_  
 Course Title and Number                      UM Equivalent Course and Number  
 \_\_\_\_\_  
 Authorized Name Printed                      UM Course Title  
 \_\_\_\_\_  
 Authorized Signature                      Date

Course approved for: (Circle one)  
 Major/Minor    Gen Ed/Elective

8. \_\_\_\_\_  
 Course Title and Number                      UM Equivalent Course and Number  
 \_\_\_\_\_  
 Authorized Name Printed                      UM Course Title  
 \_\_\_\_\_  
 Authorized Signature                      Date

Course approved for: (Circle one)  
 Major/Minor    Gen Ed/Elective

I have read all instructions and understand that I am responsible for paying the Non-UM fee **prior to the payment deadline/last day to drop without a "W" (Fall or Spring)** or I will be dropped from this status and have to apply for readmission. I am responsible for having my transcripts sent to UM upon program completion. Should I decide not to study away at this program, I will notify my school/college.

\_\_\_\_\_  
**Signature of Student**                      **Date**

\_\_\_\_\_  
**Print name clearly**

\_\_\_\_\_  
**Approval Signature of ACADEMIC DEAN or Authorized Individual**                      **Date**                      **Total # Credits Approved**

\_\_\_\_\_  
**Print name clearly**

*If **not approving** and program is study abroad (see pg. 2, Part III), please return packet to Study Abroad.*

**Approved with the following conditions:** \_\_\_\_\_



## STUDENT CODE OF CONDUCT AND PROGRAM PARTICIPATION FORM

While abroad, students are subject to the rules and regulations of the host institution, the laws of the host country, the UM *Student Rights and Responsibilities* ([www.miami.edu/srr](http://www.miami.edu/srr)), and the student code of conduct from the student's home institution. Each student is an ambassador for the student's home university and should use appropriate behavior at all times that is reflective of the code of conduct required by the student's home university and that of the overseas host institution.

Violations that occur abroad may subject UM students to disciplinary action upon return to UM in accordance with the UM *Student Rights and Responsibilities*. In the event of a violation abroad that results in the termination of the student's participation in the program, the student will receive no refund, will not receive academic credit for the program, and the return to the student's home shall be at the student's personal expense.

By signing below, I confirm that I understand and agree to the above.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date