

University of Maine at Farmington
STUDY ABROAD Advising and Credit Evaluation Agreement

Student Name: _____ MaineStreet ID#: _____ Major: _____

Advisor: _____ Host Institution: _____ Term/Year: _____

HOST INSTITUTION COURSES

	Dept. & Course #	Course Title	Credit Hours*
<i>Ex.</i>	<i>ENGL 302</i>	<i>Fiction II</i>	<i>3</i>
<i>Ex.</i>	<i>MUZ 1201Z</i>	<i>African Drumming</i>	<i>3</i>
#1			
#2			
#3			
#4			
#5			
#6			

UMF COURSE EQUIVALENCIES

	Dept. & Course #	Course Title	Application to Home Campus Academic Record					Division Approval Signature
			Major Requirement	Minor Requirement	Major Elective	Gen Ed Requirement	General Elective	
<i>Ex.</i>	<i>ENG 310</i>	<i>Advanced Fiction Writing</i>			<i>X</i>			<i>Signature</i>
<i>Ex.</i>	<i>MUS 199T</i>	<i>African Drumming</i>					<i>X</i>	<i>Signature</i>
#1								
#2								
#3								
#4								
#5								
#6								

*International and Exchange Programs will determine the UMF Credit Hours awarded after evaluation of official transcript received from host institution/program sponsor. Credit hours will be applied according to the hours taken at the host institution, not according to the weight the course is granted at UMF. Only courses passed with a grade equivalent to a C- or better will be awarded transfer credit. Quality points do not transfer. Courses taken at quarter/tri-semester system campuses will not transfer equally into UMF's semester system.

Student Signature: _____ Date: _____ Advisor Signature: _____ Date: _____

UMF Study Abroad Advisor Signature: _____ Date: _____

_____ **Units/Credits at** _____ = _____ **U.S. Semester Credit Hours**
(host school and/or away program sponsor)

Completing the Study Abroad Advising and Credit Evaluation Agreement:

1. List the courses you wish to take at the host institution in the top boxed section. Include alternate courses to allow for full or canceled courses.
2. In the bottom boxed section, list by corresponding course number (#1, #2, etc.), how each course will come back to UMF by writing in the Dept. and Course. Refer to the examples on the form. Indicate what requirement the course will fulfill (major, minor, major elective, etc.)
3. Courses taken abroad that you wish to count as an equivalent to a UMF course, must have the signature approval from the Chair (or designee) of the division housing the course, unless it is a course in your advisor's discipline, in which case he/she can sign. **Example:** If you take a history course that you want to equal UMF's HTY 221S: Modern Britain, you would need to obtain the signature of the Chair (or designee) of the division of Social Sciences, Business and Global Studies. At the very least you should have a course description of the host institution course when you go to talk to the Chair (or designee). If available, course syllabi would also be helpful.
4. Courses that you wish to count as discipline specific electives (HTY 199T or PSY 299T), must have the signature approval from the Chair (or designee) of the division housing the course, unless it is a course in your advisor's discipline, in which case he/she can sign.
5. Course taken in disciplines that UMF does not offer, will be given a general electives designation (GEL 199T or GEL 299T) and need only the signature approval of your academic advisor.

This form will be kept in your study abroad file and used to post your study abroad transfer grades when we receive the official transcript from your host institution. It is imperative that you complete and submit this form with all appropriate signatures **before** you leave UMF for your semester abroad. This is not a form/process that can easily be accomplished from away! Once abroad, if necessary due to change in course registration schedule, it may be possible to negotiate changes with your academic college via email communication with your academic advisor. Changes would require appropriate approval signatures and notice to the International and Exchange Programs Office.