



APPROVAL FOR COURSES TAKEN AT ANOTHER CAMPUS

1. Download a syllabus of the course from the website of the university you want to attend.
 2. FILL OUT THIS FORM COMPLETELY and attach a copy of the course syllabi for the course(s) you plan to take.
 3. Take the completed form to the Office of the Department responsible for the course (Math, Physics, etc.) for approval and return it to your advisor (scan to their email)
 4. Complete the transient or Non-Degree form on the outside University's website, you will then be able to register for the class.
 5. Request a final transcript, by mail: *University of Miami, P.O. Box 249117, Coral Gables, FL 33124.*
 6. By FedEx, UPS, DHL or courier: *1320 S. Dixie Hwy., Gables One Tower, Suite 945, Coral Gables, FL 33146*
 7. Electronic Transcripts can be emailed to: mydocuments@miami.edu
- IF COURSE IS A PRE-REQ FOR OTHER CLASSES (e.g. MATH) STUDENT WILL NOT BE REGISTERED FOR SAID CLASS UNTIL TRANSCRIPT HAS BEEN SENT TO THE ABOVE ADDRESS. IF TRANSCRIPT IS NOT RECEIVED BY THE BEGINNING OF THE FALL SEMESTER, YOU WILL NOT BE ALLOWED TO REGISTER FOR SUBSEQUENT CLASSES**

PLEASE TYPE OR PRINT:

Name:	Student ID#
Institution:	
Your academic year:	Major:

COURSE(S) TO BE EVALUATED

Course #at other institution	Institution	Online Y/N	UM Equivalent	Department Signature

IF YOU ARE TAKING A CLASS AT A SCHOOL ON THE QUARTER SYSTEM, UM CREDITS AWARDED WILL BE .667 OF THE CREDIT GIVEN BY THAT SCHOOL

NOTE: A GRADE OF "C" or BETTER MUST BE EARNED IN THE COURSE IN ORDER TO RECEIVE CREDIT. ANY GRADE BELOW "C" EARNS NO POINTS (i.e.: C-, D or F). You will not receive quality points toward your UM GPA for any transfer work. Your last 45 credits must be taken in residence at the University of Miami.

Advisor Signature

Date