University of Maine at Machias

Away Approval Form

Students intending to take courses at another institution to complete UMM degree requirements must submit this form in order to ensure that the course(s) will transfer as credit which will be required or relevant to their programs of study. **Please note**: **Students must earn a C- or better** in all courses taken, whether from within or outside the University of Maine System, in order for the credit to transfer. Courses must be taken at a **regionally accredited institution** in order to transfer.

Please attach catalog course descriptions for all courses listed. If a math course outside the UMaine System is listed, please include descriptions for all math courses offered by the college.

The student is responsible for requesting that a transcript of their completed work at the college named below is sent to the attention of the UMM Registrar. Only official transcripts sent directly from the college Registrar will be accepted for transfer credit evaluation. *If the course is taken within the University of Maine System, the UMM Registrar's Office will automatically process transfer credit at the end of the term. No transcript will be necessary.*

Student's Name _____ Date of Birth _____/_____/_____

Program of Study at UMM _____ Advisor's name _____

Name of College _____ City, State _____
where courses will be taken (College)

Semester: /_/ Fall /_/ Spring /_/Summer 20 ____

Course Code	Course Title	Credits	Equivalent UMM Course

_____ _____
Student's Signature Date

APPROVED:

_____ _____
Advisor's Signature Registrar's Signature

Email: Student
Advisor
Financial Aid Office
Business Office
Loan Officer
File