

## **Study Away Policy**

To receive credit at UMF for academic work to be completed at another institution requires approval prior to enrolling and completing the study away course.

- Away courses must transfer into the student's major/minor at UMF or count toward the student's degree requirements.
- Away forms must be filled out and submitted prior to the end of the add/drop period of the respective semester in order to be counted toward the overall enrollment level for that semester.
- A separate Study Away Form must be completed each semester (including summer) that a student is taking a course elsewhere.
- The student will submit the Study Away Form online and indicate the Advisor that will be approving the away courses.
- The Advisor will then forward the form to the Merrill Center with their approval/denial of the courses being taken.
- The Registrar's Office will notify the student if the course being taken is denied for any reason.
- UMF financial aid refunds will be transferred to another University of Maine System School, or a school outside of the UMaine System only when an approved Study Away Form is received.
- Students will need to register for these courses with the other campus/school themselves. Completing a Study Away Form does not register the student for classes.
- If the student wants to drop or withdraw from any Away courses, they will need to contact the Away school and follow their procedures for dropping or withdrawing. It is the student's responsibility to know and adhere to the drop/withdraw deadlines of the Away school. UMF cannot drop or withdraw a student from courses at another school. The student should notify UMF Financial Aid Office if they drop or withdraw from a class at another school.

### **Repeat Coursework**

Students who wish to repeat an equivalent of a UMF course at another college or university must seek approval from their academic advisor. The advisor in all instances will consult with the Chair of the Academic Division in which the first course was offered. Students will complete a Study Away Form that needs to be approved by their Advisor. Credits will be transferred into UMF provided the earned grade in the repeated course is a C- or better. However, the original UMF grade will still count in the student's cumulative GPA and will remain on the transcript.

### **Financial Aid Information for Away Courses**

Once all approvals are finalized, the Study Away Form will be provided to the UMF Financial Aid Office. For financial aid purposes, approved Away credits are usually considered as part of a student's total semester enrollment and may have a direct impact on a student's financial aid award.

If the student is a financial aid recipient, and if there remains a credit balance on the student account after all UMF charges are satisfied, then the UMF Student Accounts Office will forward any available funds to the other school to pay off any balance due, up to the full amount of the credit balance. If they still have a credit balance after other schools are paid, UMF will issue a refund to the student. **NOTE: Completing a Study Away Form does not guarantee a student will have enough financial aid to pay the away school, and there could be a remaining balance due at the other institution after all available financial aid is utilized.** The student will be responsible for any remaining balance due at the other institution.

### For Schools Outside of the University of Maine System

If the student is taking courses at any school outside of the University of Maine System, and they are a UMF financial aid recipient, the UMF Financial Aid Office will send a Consortium Agreement to the Away school. This agreement must be signed by the Away school and returned to the UMF Financial Aid Office before any further action can be taken.

### Tuition Waivers

Tuition waivers do not follow the student to the Away school. Most UMF tuition waivers can only be used for UMF tuition. Therefore, there may be a larger balance due at the Away school if the student is unable to use a tuition waiver at that school.

### **Transferring Credits to UMF**

Upon completion of the course at the Away school, the student is responsible for requesting an OFFICIAL academic transcript of the completed work at the Away school to be sent directly by the Away school's Registrar to the UMF Registrar's Office. This is required for transfer credit evaluation and to document a student's Satisfactory Academic Progress. All credits will be listed on the UMF transcript under "Transfer Credits", and a grade of C- or better is required for credits to transfer. Grades in courses accepted by UMF for transfer credit are recorded on the student's transcript, but they are not computed into the student's UMF grade point average (GPA).

### **Satisfactory Academic Progress and Study Away Credits**

All credits accepted toward a UMF Undergraduate degree from an Away school will be counted toward the attempted and passed hours for purposes of satisfactory academic progress evaluation which takes place once a year after the Spring semester.