CAE UNDERGRADUATE TRANSFER CREDIT BY PROFICIENCY EXAMINATION

1. PURPOSE
This form and policy are applicable to existing matriculated undergraduate students who request CAE course credit for a course taken outside of UM. This does not apply to students enrolled in an approved UM Study Abroad program. Students who complete the course outside of UM may transfer the course credit only after passing a proficiency examination administered by CAE (hereinafter referred to as "exam"). This policy is implemented to validate that students have learned sufficient pre-requisite skills prior to enrolling for subsequent courses.

2. PROFICIENCY EXAM ADMINISTRATION
- The exam administrator will be a full-time CAE faculty member.
- The exam will be similar to a Final Exam and will be administered at no cost before Fall classes commence.
- To sit for the exam, students must first provide the exam administrator with an unofficial transcript showing that a grade of "C" or better was earned at the approved institution during the summer.
- It is the student's responsibility to request, in a timely manner, any necessary accommodations due to special needs or disabilities; the student must be registered with the Office of Disability Services (ODS).
- The Undergraduate Honor Code and the Student Rights and Responsibilities Handbook apply.
- The student should contact the exam administrator regarding general exam content, format, grading, pass/fail criteria, time, location, duration, as well as materials that are permitted or prohibited during the exam.

3. RULES
- Per UM policy, a student's last 45 credits (towards the degree) must be taken in residence at UM.
- Per CoE policy, a grade of "C" or better must be earned in the transfer course to potentially receive course credit.
- If the student passes the exam (administered by CAE):
  - The student must provide an official transcript (to the University of Miami, P.O. Box 249117, Coral Gables, FL 33124) showing that a grade of "C" or better was earned at the approved institution. Electronic transcripts can be sent to ebradley@miami.edu. If the course is a pre-requisite for another class, the student will NOT be registered for said class until the transcript has been received. If an official transcript is not received by the beginning of the Fall semester, the student will NOT be allowed to register for subsequent classes.
  - If the number of credits of the summer transfer course is less than the required number of credits for the course at UM, the student may need to make up the shortfall by completing extra courses.
  - If taking a course at a school on the quarter system, UM credits awarded will be 0.667 of the credit given by that school. Students must check with their advisor prior to enrolling in such a course.
  - The student will not receive any quality points towards the UM GPA for any transfer work.
- No record of passing or failing the CAE exam will be entered on the UM transcript, nor will it affect the GPA.

4. STUDENT PROCEDURE
Step 1: Select a course from a school bulletin/catalog of the institution you wish to attend.
Step 2: Fill out this form completely and attach a copy of the course description for the course you plan to take.
Step 3: Contact the CAE Department Chair to identify the relevant CAE exam administrator (faculty member).
Step 4: Take the form to the CAE exam administrator for completion. Return to your advisor with the completed form for final approval and inclusion in your academic file.
Step 5: Find out what information is needed by the summer institution (i.e. transcript, current schedule for pre-requisite confirmation, etc.) in order to register, and request copies from the appropriate UM department. It may take several days for information to be provided, so please request in a timely manner.
Step 6: After completion of the summer course, provide an unofficial transcript to the CAE exam administrator, then sit for the exam. Ask the administrator to transmit the overall outcome of the exam to your advisor.
Step 7: If the exam is passed, request an official transcript of your classes be sent to the P.O. Box listed above.

To be Completed by Student (in ink)

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>ID#:</th>
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<tbody>
<tr>
<td>Student Academic Year:</td>
<td>Major Code:</td>
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<tr>
<td>Institution to be attended:</td>
<td></td>
</tr>
<tr>
<td>Summer Course #, Title, and Credits:</td>
<td></td>
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<tr>
<td>Comparable UM Course # and Title:</td>
<td></td>
</tr>
</tbody>
</table>

To be Completed by CAE Proficiency Exam Administrator (in ink)

| Exam Administrator (Faculty Name): | Exam Required? | Yes ☐ No ☐ |
|----------------------------------|---------------|
| Comparable UM Course #, Title, and Credits: | |
| Tentative Exam Date and Location: | |
| Exam Details: | |

Student signature: Date:

Exam administrator signature: Date:

Advisor signature: Date:

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