

LETTER OF GOOD STANDING

Please note the following conditions:

- *The University of Montevallo only accepts transfer work from regionally accredited institutions.*
- *Students who fail a course or who are taking a course to improve a grade must do so at UM. Therefore, any such course taken at a transfer institution will not be accepted as a transfer course by UM.*
- *Students may not transfer any credits to UM taken at another college or university while on academic suspension.*
- *All Education majors must receive approval from Teacher Education Services in order for a transfer course to be applied to the teaching field and/or professional studies.*

Name: _____ **Student ID: M** _____

Date of Birth: _____ **Major:** _____

Institution to Attend: _____ **Term:** _____

Address to Send Form: _____

Upon completion of the course(s), it is the responsibility of the student to request that an official transcript be sent to the UM Registrar's Office at the address above:

Student Signature: _____

This student has permission to take the following course(s) as a transient student:

| Transfer Course | Title | Credit Hours | UM Course | Title | Credit Hours |
|-----------------|-------|--------------|-----------|-------|--------------|
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Advisor Signature: _____ **Date:** _____

Director of Teacher Ed Services: _____ **Date:** _____

Required for Teacher Certified Programs

Forward form to the Registrar's Office for final approval

Certification of Academic Standing (to be completed by the Registrar's Office)

- ___ *Student is in good academic standing.*
- ___ *Student is not in good academic standing but is eligible to return to the University of Montevallo.*

Registrar's Office Signature: _____ **Date:** _____

Student Instructions for the Proper Completion of the Letter of Good Standing Form

1. Enter the student's information in the fields at the top of this form.
2. In consultation with the academic advisor, the student should list all courses to be taken at the transient institution along with the UM equivalent course and number of credit hours.
3. For help in determining transfer course equivalency, visit the following link or consult with the Registrar's Office. <https://transfercourses.montevallo.edu/>
4. The form must be signed by both the student and the academic advisor. If the student is accepted into a teacher education major program, the UM Teacher Education Services Office must also sign.
5. Return the completed and signed form to the UM Registrar's Office for final approval.
6. If approved, the UM Registrar's Office will forward a copy of the completed form to the other institution.
7. Upon completion of the course(s) at the transient institution, request that the transient institution send an official copy of your transcript to the UM Registrar's Office at the address below. UM will also accept official electronic transcripts directly from the other institution.

University of Montevallo
Registrar's Office
75 College Drive, UM Station 6040
Montevallo, AL 35115
registrar@montevallo.edu