

TRANSFER CREDIT EQUIVALENCY EVALUATION FORM

Please READ and FOLLOW the Equivalency Evaluation Procedures listed on the back of this form. Course descriptions of approved courses **MUST** be attached.

Student Name: _____ UM/ID#: _____ Cell phone number: _____

UM Email: _____ Degree: _____ Major(s): _____ Minor(s): _____

Current Status: Freshman (0-29 credits) Sophomore (30-59 credits) Junior (60-89 credits) Senior (90+ credits) Total Earned Credits at this time: _____

Year and Term in which the course(s) were **OR** will be taken: Year: _____ Term: Fall Spring Summer **Mark if applies:** Admitted as a Transfer Student to UM

Transfer Course Institution: _____

Check ONLY One: Already completed below transfer courses **AND** transcript received by UM **Advisor Use Only**
 Have not completed the courses yet, but plan to take the below listed courses Residency Penalty: Y or N
Advisor: _____

I have read and understood the University of Miami Residency Rule outlined on the back of this form:

Student's Signature: _____ Date: _____

Transferring Course Information - *Must attach course descriptions!*
****to be completed by student****

University of Miami Course Equivalent
****to be completed by Department Rep****

1	Dept. Code	Course #	Course Title (as listed at originating school)	Online Course? Y / N	Credits		UM Dept. Code	UM Course #	Major/Minor Approval	Approved by (Print Name)	Initial Here	Date approved
1									No Yes			
2									No Yes			
3									No Yes			
4									No Yes			
5									No Yes			
6									No Yes			
7									No Yes			

TRANSFER CREDIT EQUIVALENCY EVALUATION PROCEDURES

UNIVERSITY OF MIAMI RESIDENCY RULE

- A student transferring credits from a **2 year Community College** (school last attended) **must** complete a minimum of **56 credits consecutively** (that is without a break) at the University of Miami in order to earn an undergraduate degree.
- A student transferring credits from a **4 year University** (this being the last school attended) **must** complete a minimum of **45 credits consecutively** (that is without a break) at the University of Miami in order to earn an undergraduate degree.
- **Note:** A grade of "C" or higher must be earned in transferred coursework to be accepted for credit towards graduation.

EQUIVALENCY EVALUATION PROCEDURE

STEP 1: Complete the student information section of the *Equivalency Evaluation Form* on the front page.

STEP 2: Complete the student section of the "Transferring Course Information," and then:

- Obtain a description of the course(s) to be evaluated from the Catalog/Bulletin of the transferring institution (course descriptions can also be printed from the institution's website).
- Take this form, along with the course description, to the Undergraduate Chair or Director/Designee of the subject department in the College of Arts and Sciences or other college/schools at UM in order to have the transferring course(s) evaluated and determined whether equivalent to a UM course. (For office locations, please visit UM website directory at www.miami.edu).
- Once the *Equivalency Evaluation Form* is completed with an approval signature, make a copy for your records, and submit the Form AND approved course descriptions, to the following location according to academic status:

First-Year Students: Center for Freshman Advising, Ashe 112 (annex)
Upper-Class Students: Office of Student Academic Services, Ashe 200

- If you have a total of **75 or more earned credits**, you will need approval to take courses "Out of Residence" per the above policy. Please contact the Office Academic Services to inquire about appealing for a residency waiver. 305-284-4333

STEP 3: **Currently enrolled** Arts & Sciences students who plan to take course(s) off-campus will need to make sure that upon completion of transferring coursework, an official transcript is sent **directly from the transferring institution to: University of Miami Office of Admission P.O. Box 249117 Coral Gables, FL 33124-9117**

Rev. June14

Office Use Only

Date scanned to ERP: _____ Scanned By: _____