

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).
- In order to have the transferring course(s) evaluated and determined whether equivalent to a UM course; take this form, along with the course description, to the Program Director/Designee of the subject department in Rosenstiel or college/schools at UM. (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 marsci@miami.edu
- 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 Rosenstiel Undergraduate Office to inquire about appealing for a residency waiver. 305-284-2180 or marsci@miami.edu

STEP 3: Currently enrolled 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