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  ☐ Have not completed the courses yet, but plan to take the below listed courses

**Office Use Only**

Residency Waiver:  Y or N

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**

| Dept. Code | Course # | Course Title (as listed at originating school) | Online Course? Y / N | Credits | University of Miami Course Equivalent  
|------------|----------|-----------------------------------------------|----------------------|---------|-----------------------------------------------
| 1 | | | | | **to be completed by Department Rep** |
| 2 | | | | |
| 3 | | | | | 
| 4 | | | | | 
| 5 | | | | | 
| 6 | | | | | 
| 7 | | | | | 

Approved by (Print Name): ___________________________ Initial Here: ___________________________ Date approved: ___________
All courses must be at least six weeks in length and can only be taken in a term that the student is not enrolled at UM. For example, a student cannot take a Summer A course at UM and a Summer B course elsewhere as these are both Summer term enrollments.

A student transferring credits from a 2 year College (school last attended) must complete a minimum of 56 credits consecutively (that is without a break) in residence at the University of Miami in order to earn an undergraduate degree.

A student transferring credits from a 4 year College (school last attended) must complete a minimum of 45 credits consecutively (that is without a break) in residence at the University of Miami in order to earn an undergraduate degree. All students must complete their last 45 credits in residence.

A grade of “C” or higher must be earned in transferred coursework to be accepted for credit towards graduation. Transfer course grades will not be calculated in your UM GPA.

TRANSFER CREDIT EQUIVALENCY EVALUATION (TCEE) POLICIES & PROCEDURES

EQUIVALENCY EVALUATION POLICIES

- All courses must be at least six weeks in length and can only be taken in a term that the student is not enrolled at UM. For example, a student cannot take a Summer A course at UM and a Summer B course elsewhere as these are both Summer term enrollments.
- A student transferring credits from a 2 year College (school last attended) must complete a minimum of 56 credits consecutively (that is without a break) in residence at the University of Miami in order to earn an undergraduate degree.
- A student transferring credits from a 4 year College (school last attended) must complete a minimum of 45 credits consecutively (that is without a break) in residence at the University of Miami in order to earn an undergraduate degree. All students must complete their last 45 credits in residence.
- A grade of “C” or higher must be earned in transferred coursework to be accepted for credit towards graduation. Transfer course grades will not be calculated in your UM GPA.

EQUIVALENCY EVALUATION PROCEDURE

STEP 1: Complete the student information section of the Equivalency Evaluation Form including your name, ID numbers, contact details, and academic information.

STEP 2: Sign the form agreeing to the items outlined above.

STEP 3: Complete the “Transferring Course Information” located on the left side of the form.

STEP 4: Obtain a syllabus of each of the courses requested for evaluation from the transferring institution to include dates and modality.

STEP 5: Present this Form with syllabi to the appropriate Department contact listed here - advising.as.miami.edu/_assets/pdf/student-resources/transfer-credit-directory.pdf

STEP 6: The department contact will review and if appropriate return this form to you with a UM equivalent course and signature.

STEP 7: Submit the completed form to mydocuments@miami.edu.

STEP 8: Upon completion of course, request an official transcript be sent directly from the institution to UM Admissions for posting to CaneLink.