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: ______ Entered 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**  Residency Penalty: Y or N  Advisor: ___________________________

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

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**

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<th>No.</th>
<th>Dept. Code</th>
<th>Course #</th>
<th>Course Title (as listed at originating school)</th>
<th>Online Course? Y/N</th>
<th>Credits</th>
<th>UM Dept. Code</th>
<th>UM Course #</th>
<th>Major/Minor Approval</th>
<th>Approved by (Print Name)</th>
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<th>Date approved</th>
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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.

TRANSFER CREDIT EQUIVALENCY EVALUATION PROCEDURES

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:

a. 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).

b. 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).

c. 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:

- Exploratory Students: Center for Exploratory Advising, Ashe 112 (annex) or email to jan@miami.edu
- Upper-Class Students: Office of Student Academic Services, Ashe 200

d. 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