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) <u>were **OR** will be</u> taken: **Year:**_____ **Term:** ☐Fall ☐Spring ☐Summer <u>Mark if applies</u>: Admitted as a Transfer Student to UM ☐

Transfer Course Institution:_____

<u>Check ONLY One:</u> ☐ 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****					
	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

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 <u>description</u> of the course(s) to be evaluated from the <u>Catalog/Bulletin</u> of the transferring institution (<u>course descriptions</u> can also be <u>printed</u> 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 <u>completed with an approval signature</u>, 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

    d. If you have a total of <u>75 or more earned credits</u>, you will need <u>approval to take courses</u> "**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

Office Use Only	Date scanned to ERP: _____Scanned By: _____