



EQUIVALENCY EVALUATION FORM

(TO BE COMPLETED FOR COURSES TAKEN AT ANOTHER INSTITUTION)

Name: _____ Student #: C _____

Check: Freshman Sophomore Junior Senior

Major (s): _____ Minor (s): _____

Check one: Transcript already received by UM and transfer evaluation completed
 Course(s) still to be taken (**see Residency Rule below**) Semester to be taken _____

Residency Rule:

- If your transfer credits from a **2 year Community College**, you must complete your final **56 credits** consecutively (that is, without a break) at UM.
- If you transfer credits from a **4 year University**, you must complete your final **45 credits** consecutively (that is, without a break) at **UM**.

Before registering, it is important to be aware of the UM residency requirement.

Course(s) to be transferred	UM – approved	Approved for major/minor	UM Official Signature	<i>Office Use Only</i>
Name of Institution Course Title and #	Dept. Code/Course#	Yes / No		Alpha /Num. Code

Please Note:

- A grade of “C” or higher must be earned for the courses to be accepted for credit by UM

I have read and understand the University of Miami’s Residency Rule policy described above.

Student’s Signature: _____ Date: _____

Please READ and FOLLOW procedures on back of form. Return completed form to Ungar 210-A or Marsci@miami.edu.

PROCEDURES:

- I. To determine the course equivalency of classes you have taken or plan to take:
 - A. Some courses taken at Miami Dade College, Broward Community College or Florida International University have been pre-approved.
 - B. For all other institutions:
 1. Get an official description of the course you wish to take (must include course title and Number).
 2. Bring the description to the specific department at UM and ask the department representative to complete the appropriate section on the front of this form.
 3. Bring the completed, signed form to 210-A Ungar. Be sure to have courses approved and the form signed BEFORE you take a course for courses not yet taken.
 4. If you have a total of 75 or more earned credits, you will need approval to take courses "out of residence" without incurring the 45 or 56 credit out of residence penalty. An appeal to take courses out of residence without penalty should be submitted to:

Faculty Committee on Academic Appeals
Attn: Dr. Marjorie Oleksiak, Associate Dean
1365 Memorial Drive, Ungar Building, Suite 210-A
Coral Gables, FL 33146-4250

- II. To have the course officially transferred to UM, request that a final transcript of your work be sent directly from the transferring institution to:

**University of Miami
Office of Admission
P.O. Box 249117
Coral Gables, FL 33124-5226**