

## **PROCEDURES:**

- I. To determine the course equivalency of classes you have taken or plan to take:
  1. Get an official description or syllabus (preferred) of the course you wish to take (must include course title and Number).
  2. Bring the description to the specific department at UM that oversees the course 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. At least half of the credit hours required for the chosen Major or Minor must be completed at the University of Miami. 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**



## 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**.
- At least half of the credit hours required for the chosen Major or Minor must be completed at the University of Miami.

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	Office Use Only
Name of Institution	Course Title and #	Dept. Code/Course#	Yes / No	Signature	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](mailto:Marsci@miami.edu).**