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.

<table>
<thead>
<tr>
<th>Course(s) to be transferred</th>
<th>UM – approved</th>
<th>Approved for major/minor</th>
<th>UM Official Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Institution</td>
<td>Dept. Code/Course#</td>
<td>Yes / No</td>
<td>Office Use Only</td>
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<td>Alpha /Num. Code</td>
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</tbody>
</table>

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.