

# 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) 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 \*\*Office Use Only\*\*  
 Have not completed the courses yet, but plan to take the below listed courses Residency Waiver: Y or N

**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\*\***

1	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 (TCEE) POLICIES & PROCEDURES

## EQUIVALENCY EVALUATION POLICIES

- All courses must be at least six weeks in length and can only be taken in a term that the student is not enrolled at UM. For example, a student cannot take a Summer A course at UM and a Summer B course elsewhere as these are both Summer term enrollments.
- A student transferring credits from a **2 year College** (school last attended) **must** complete a minimum of **56 credits consecutively** (that is without a break) in residence at the University of Miami in order to earn an undergraduate degree.
- A student transferring credits from a **4 year College** (school last attended) **must** complete a minimum of **45 credits consecutively** (that is without a break) in residence at the University of Miami in order to earn an undergraduate degree. All students must complete their last 45 credits in residence.
- **.A grade of "C" or higher must be earned in transferred coursework to be accepted for credit towards graduation. Transfer course grades will not be calculated in your UM GPA.**

## EQUIVALENCY EVALUATION PROCEDURE

**STEP 1:** Complete the student information section of the *Equivalency Evaluation Form* including your name, ID numbers, contact details, and academic information.

**STEP 2:** Sign the form agreeing to the items outlined above.

**STEP 3:** Complete the "Transferring Course Information" located on the left side of the form.

**STEP 4:** Obtain a syllabus of each of the courses requested for evaluation from the transferring institution to include dates and modality.\

**STEP 5:** Present this Form with syllabi to the appropriate Department contact listed here - [advising.as.miami.edu/\\_assets/pdf/student-resources/transfer-credit-directory.pdf](http://advising.as.miami.edu/_assets/pdf/student-resources/transfer-credit-directory.pdf)

**STEP 6:** The department contact will review and if appropriate return this form to you with a UM equivalent course and signature.

**STEP 7:** Submit the completed form to [mydocuments@miami.edu](mailto:mydocuments@miami.edu).

**STEP 8:** Upon completion of course, request an official transcript be sent directly from the institution to UM Admissions for posting to CaneLink.