

INSTRUCTIONS for Requesting UM Course Equivalency Evaluation in French or Spanish

Please follow these instructions in order to request an evaluation of **Study Abroad and/or Transfer Credits** for courses that are similar to those taught in the **French or Spanish** programs in the Department of Modern Languages and Literatures.

- 1) Read the information about relevant regulations on the other side (or 2nd page) of this instruction sheet.
- 2) Keep this instruction sheet and the relevant regulations information for your records/reference.
- 3) Fill in the Information Sheet (last page of this handout).
- 4) Please attach the following to the Information Sheet:
 - a) For each of the courses you listed in number (7) of the Information Sheet, a photocopy or print-out of the **detailed course description and/or syllabus** provided by the institution that offers the course.
 - b) If you have already taken the course(s), and the following information is not clearly indicated in the description/syllabus, please attach an additional sheet with this information for each course listed in number (7):
 - i. if the number of credits earned does not appear on your UM transcript/ACE, indicate the number of hours per week that you had class, and the duration of the course in weeks
 - ii. the types of assignments that you did for the course, including their length and the language in which you did them (for example: readings in French that ranged from short newspaper articles to one long novel; 2 presentations in English, 10-minutes each; 2 papers describing our favorite places, 2-3 typewritten pages each in French; and 2 papers analyzing literary works, one 3-5 typewritten pages and one 5-6 typewritten pages, both in French).
 - iii. the language in which the course was conducted (for example: 100% in French OR 60% in English and 40% in French)
 - c) Please attach a copy of your ACE (Academic Curriculum Evaluation) available via MyUM
 - d) If you are in a School other than the College of Arts & Sciences, please also attach the Equivalency Form provided by your School or the IEEP office.
- 5) **Turn in the Information Sheet and attached materials to Merrick 212.** If necessary, you may turn in the materials electronically to the appropriate e-mail address below. During the fall and spring semesters, within approximately two weeks you will receive a response from the appropriate Director of Undergraduate Studies (Dr. Stampino for French or Dr. Civantos for Spanish) indicating that the Equivalency Evaluation Form (or other form that you provided) is ready to be picked up in Merrick 212. In some cases, the Director of Undergraduate Studies may need further information or a meeting with you.

**If you have questions regarding French, contact Dr. Stampino: mgstampino@miami.edu
For questions regarding Spanish, contact Dr. Connolly at: connolly@miami.edu**

RELEVANT REGULATIONS:

FOR ALL STUDENTS: The UM residency requirement stipulates that if you transfer credits from a 4-year university, your last 45 credits must be taken consecutively at UM (i.e., in residency and not via transfer). UM's study abroad programs (i.e., programs administered by UM's IEEP office) count as courses taken in residency.

FOR STUDENTS MAJORING OR MINORING IN FRENCH OR SPANISH: Only a certain number of transfer credits (includes non-UM study abroad), and in some cases UM study abroad credits, can count toward the major/minor. UM's study abroad programs (i.e., programs administered by UM's IEEP office) count as UM credits, not as transfer credits. For information on all of the requirements for the major/minor, consult the Modern Languages and Literatures Department website:

<http://www.as.miami.edu/ml/undergraduate/>

These are the **maximum numbers of transfer and/or study abroad credits allowed:**

For Students who entered UM in Fall 2007 or after:

Majors in French or Spanish: at the 300-level or above, up to 9 transfer credits or up to 12 UM study abroad credits

Minors in French or Spanish: at the 300-level or above, up to 3 transfer credits and up to 6 credits from UM study abroad

Minors in Modern Languages: up to 6 transfer credits per language

For Students who entered UM before Fall 2007:

Majors in French or Spanish: at the 300-level or above, up to 6 transfer credits

Minors in French or Spanish: at the 200-level or above, up to 3 transfer credits (but for this minor 6 credits must be UM credits at the 300-level or above)

Minors in Modern Languages: up to 6 transfer credits, but at least one course in each of the languages in the minor must be taken at UM

FOR STUDENTS PLANNING TO STUDY ABROAD: In order to study abroad in a UM IEEP program that requires a Foreign Language Evaluation Form (and does not include a 200-level language course), **you will need to meet one of the following criteria** with regard to the program's language of study:

- 1) For French or Spanish
 - if any of the courses that you will take in the program are "direct enrollment" courses (i.e., regular university courses designed for students of the host country): successful completion of the corresponding 301 or 343
 - if all of the courses that you will take in the program are (A) designed to have a mix of US/foreign and host country students or (B) designed only for US/foreign students, or if the program is UM faculty-led program: successful completion of the corresponding 214 or 244*

*Please note that students who will be taking literature courses are strongly recommended to complete 301/343 before going abroad. Also, for UM faculty-led programs, the specific courses offered may have 301/343 as a prerequisite.

- 2) a score of 5 on the AP Literature exam (not the language exam), currently offered in French or Spanish
- 3) Completion of secondary studies in a school where the language of instruction was the language of the study abroad program to which you are applying (e.g., you graduated from a high school in Mexico where most classes were conducted in Spanish and are applying to study Abroad in Spain).

If you meet criterion 1 above, then the instructor of your most recent course in that language should complete your Language Evaluation Form. If your instructor is not available for the semester during which you are applying, or if you meet criterion 2 or 3, then see the Director of Undergraduate Studies (Dr. Stampino in French and Dr. Civantos in Spanish) for completion of the Language Evaluation Form. You must contact the instructor or Director of Undergraduate Studies at least two weeks before the application deadline.



For Office Use
Posted by
Date

COLLEGE OF ARTS & SCIENCES
EQUIVALENCY EVALUATION FORM

STEP 1: Complete the student information, read the Residency Rule, and sign

Student Name: _____	UM ID# C _____			
Email Address: _____	Phone No.: _____			
Major(s): _____	Minor(s): _____			
Check Current Status:	<input type="checkbox"/> Freshman (0-29 credits)	<input type="checkbox"/> Sophomore (29-59 credits)	<input type="checkbox"/> Junior (60-89 credits)	<input type="checkbox"/> Senior (90 + credits)
University of Miami Residency Rule:				
<ul style="list-style-type: none"> ➤ A student transferring credits from a 2 year Community College (this being the last school attended) must complete a minimum of 56 credits consecutively (that is without a break) at the University of Miami in order to earn an undergraduate degree. ➤ A student transferring credits from a 4 year University (this being the last school attended) must complete a minimum of 45 credits consecutively (that is without a break) at the University of Miami in order to earn an undergraduate degree. 				
Note: A grade of "C" or higher must be earned in transferred coursework to be accepted for credit towards graduation.				
I have read and understood the University of Miami Residency Rule described above:				
Student's Signature: _____	Date: _____			

STEP 2: In order to receive approval for coursework taken at another institution, complete the following:

Check one: Transcript received by UM from previous College/University: _____
 Course(s) to be taken at another College/University: _____

Check Term(s): Fall Spring Summer Session I Summer Session II

STUDENTS: Complete TRANSFERRING Information. UM Department / Program Chair or Director: Complete Equivalency Information.

Office Use Only	TRANSFERRING Course # and Title:	UM Equivalent Course # and Title:	Major/Minor Approval	Approved by (Print Name)	Initial Here
	1.		No / Yes		
	2.		No / Yes		
	3.		No / Yes		
	4.		No / Yes		

Comments: _____

Please **READ** and **FOLLOW** the Equivalency Evaluation Procedures listed on the back of this form.

COLLEGE OF ARTS & SCIENCES
EQUIVALENCY EVALUATION FORM

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," and then:

1. Obtain a description of the course(s) to be evaluated from the Catalog/Bulletin of the transferring institution (course descriptions can also be printed from the institution's website).
2. Take this Form along with the course description to the Undergraduate Chair or Director/Designee at 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 UM course #. For office locations, please visit UM "Site" Directory at www.miami.edu or contact UM Information at (305) 284-2211.
3. Once the *Equivalency Evaluation Form* is completed with an approval signature, make a copy for your records, and submit the Form 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

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 credits* "Out of Residence" **PENALTY**. An appeal to take courses out of residence without penalty should be submitted to:

Faculty Committee on Academic Appeals
Attn: Rita Deutsch, Associate Dean
P.O. Box 248004
Coral Gables, FL 33124-4622

STEP 3: Arts & Sciences enrolled students who plan to take course(s) off-campus will need to make sure that upon completion of transferring coursework, **request an official Transcript be sent directly from the transferring institution to:**

University of Miami
Office of the Registrar
P.O. Box 248026
Coral Gables, FL 33124-6914

Please note, once the Transcript has been received by the University of Miami, your *Equivalency Evaluation Form* will be processed promptly. To verify posting of equivalency(ies), review your Degree Audit at myUM account.

University of Miami
College of Arts and Sciences
Office of Student Academic Services
Ashe Building, Room 200
(305) 284-4333