UNIVERSITY OF MIAMI
COLLEGE of ENGINEERING

Dept. of Civil, Architectural, and	1251 Memorial Drive
Environmental Engineering (CAE)	McArthur Engineering Bldg., Rm 325
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PROCEDURE FOR THE TRANSFER OF GRADUATE CREDIT FROM ANOTHER INSTITUTION

1. PURPOSE

Graduate credit earned at another institution may be transferred to the University of Miami (UM), and may count towards a graduate degree in the Department of Civil, Architectural, and Environmental Engineering (CAE) if the credit did not count towards another degree. The purpose of this form is to outline the procedure for students to transfer the credit to the University of Miami.

2. RESTRICTIONS

Transfer credit may only count towards a graduate degree in CAE once your Supervisory Committee has fully approved your Program of Study, which must list the coursework to be transferred. Additional details and restrictions are outlined on the relevant forms and in the Academic Bulletin.

The procedure outlined below is not applicable to students enrolled in the dual M.S. program with the University of Bologna, Italy.

3. INSTRUCTIONS

Graduate students should follow this procedure:

Step 1: Obtain electronic and paper copies of the course syllabi, and an official transcript from the institution.

Step 2: Contact the relevant University of Miami department chairperson or the instructor that teaches an equivalent or similar course. Ask the department chairperson or instructor to:
- Review the course syllabi from the previous institution
- Determine the equivalent course at the University of Miami or, if none exists, determine the course level at the University of Miami (100, 200, 300, 400, 500, 600, or 700)

Step 3: Ask the instructor or department chairperson to send an email to your advisor and to the CAE Graduate Program director with his/her decision regarding course equivalency or course level.

Step 4: Create a single PDF file that includes all relevant documents (course syllabi, transcripts, emails regarding equivalency, etc.).

Step 5: E-mail the entire PDF file to your advisor and to the CAE Graduate Program director.

Step 6: Print the entire PDF file and ask CAE staff (Ruth Castillo) to add it to your file.

Step 7: Complete the *Petition for Transfer of Credit* form from the University of Miami's Graduate School website. The form is dynamic (web-based), which requires SSO login.

Step 8: Periodically check CaneLink to see if/when the credit appears in your list of completed courses or on your transcript. If the transfer credit does not appear in CaneLink within a few weeks, contact the Graduate School.

4. QUESTIONS

If you have questions regarding this process, please contact the CAE Graduate Program director.