

Verification of Transferability and Residency Waiver Request

UMBC Office of the Registrar

If you are a UMBC student and wish to attend another institution with the intention of applying coursework earned elsewhere to your UMBC degree requirements, please complete this form. Submit the completed form, including your advisor's signature, to the Office of the Registrar at least three weeks prior to enrolling in the courses. If you will be enrolling at a four-year or out-of-state institution, you will also need to include a copy of the catalog course description. Processed forms will be available in the Office of the Registrar one week following submission.

Student Information <i>(Please print all information)</i>			
Date	User ID (email id)	UMBC ID	Phone Number
First Name	Middle Initial	Last Name	
Street Address	City	State	Zip

Please note the following policies with regard to requests for Verification for Transferability:

- **Maximum Transferable Credits** – A maximum of 90 credits are transferable from all previous institutions with no more than 60 credits from a two year program or school.
- **Residency Policy** - The final 30 credits toward your degree must be completed at UMBC. Once you have earned 90 credits you are only eligible to take courses off campus if you have an approved Residency Waiver form. A maximum of 2 courses (up to 8 credits) will be considered. Please note that courses taken to meet the UMBC PE requirement will be posted with no numerical credit and do not require a residency waiver.
- **Repeating Policy** - Students may not register for a course more than two times. Students are considered registered for a course if enrolled after the end of the schedule adjustment period. Students may petition the Office of Undergraduate Education (UndergraduatePetitions@umbc.edu) for a third and final attempt of a course taken at UMBC or another institution, or to repeat a preceding course in a linked sequence of courses, such as CHEM101/102. *In cases where the transferred course would otherwise represent a third attempt, students are also required to submit a Request to Repeat Form, which can be found in the Office of the Registrar.*

Permission to repeat a course for a second attempt at another institution may be granted by the Office of the Registrar upon recommendation by a student's faculty advisor.

By completing and signing this form, I understand and accept the following terms:

- Verification of transferability signifies that coursework with a C or higher (or equivalent) will transfer.
- Grades earned for coursework taken elsewhere will not be reflected in my overall UMBC GPA.
- Approval of coursework for the major or minor must be obtained from respective program academic advisor. This approval is granted by his or her signature on this form.
- Appropriate departmental approval is required for equivalents to UMBC courses. Review for equivalencies requires the Evaluation of Transfer Credit request form and detailed official course description. This process can take four to six weeks. The Evaluation of Transfer Credit form is available online: http://www.umbc.edu/registrar/forms_online.html#evaluation
- I have read and understood the instructions for the transfer of credit to my UMBC degree program.**
- I am seeking:**
 - Verification of Transferability – I need to determine how a course transfers to UMBC.**
 - Residency Waiver permission – I will have earned 90 credits prior to attending transfer course(s) or will surpass 90 credits with approval of these transfer credits.**
 - Permission to Repeat a course outside of UMBC.**
 - This is the second attempt.**
 - This is the third attempt and *Request to Repeat* form is also required for approval.**

Student's signature	Date
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Student's Name		UMBC Student ID (i.e. XX12345)
Major(s)	Minor(s)	General Education Requirements (Check One) <input type="checkbox"/> GEP <input type="checkbox"/> GFR

Please limit your courses listed below to one institution and one term. Additional copies may be submitted for additional institutions/terms.

Transfer Institution (i.e. Montgomery College, UMCP)	Term (i.e. Spring 2010, Summer 2010)
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Course Number & Title (i.e. ENGL101 English Composition)	Credits	Major	Minor	Gen Ed Type	Upper Level	Transferable	UMBC Equivalent	Approved
	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	_____	
	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	_____	
	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	_____	
	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	_____	
	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	_____	

Academic Advisor's Comments (Academic Program advisor should approve major/minor requirements):

Recommendation for Permission to Repeat a Course for the Second Attempt (Ws on transcript count as an attempt):

Advisor's Name (Please print clearly)	Department	Phone
Advisor's Signature	Date	

Office of the Registrar Comments:

RESIDENCY WAIVERS	<input type="checkbox"/> Residency Waiver permission is not required.
<input type="checkbox"/> Residency Waiver #1 Course: _____	<input type="checkbox"/> You have No Available Residency Waivers. You may resubmit your request with advisor approval to replace one of the residency waiver approved courses with a different course. This modification will prohibit the previously approved RW course from being used towards requirements of the UMBC degree, as long as it remains in the last thirty credit hours.
<input type="checkbox"/> Residency Waiver #2 Course: _____	

Office of the Registrar Name	Office of the Registrar Signature	Date
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