



**POLICY ON THE AWARDING OF
UNDERGRADUATE TRANSFER CREDIT
UMBC Policy #III-1.41.01**

I. POLICY STATEMENT

This policy articulates the standards for the assessment and awarding of undergraduate transfer credit including academic credit for coursework earned at other institutions, competency-based education, and military training, experience, education and coursework.

II. PURPOSE FOR POLICY

In accordance with the Code of Maryland Regulations (13B.06.01.00 and 13B.02.02.16) and the University System of Maryland (USM) Board of Regents Policy on Credit for Competency-Based Education and Prior Learning (III-1.41), this policy articulates the standards for the assessment and awarding of undergraduate transfer credit including academic credit for coursework earned at other institutions, competency-based education, and military training, experience, education and coursework.

III. APPLICABILITY AND IMPACT STATEMENT

This policy addresses current and potential UMBC students who are pursuing an undergraduate degree at UMBC.

IV. CONTACT

Subject	Contact	Telephone	RT Help Ticket
Policy/Procedural Clarification/Questions	Registrar's Office	410-455-2500	http://registrar.umbc.edu/contact/

V. UNIVERSITY POLICY

A. TRANSFER CREDIT GUIDELINES

- 1) Students are responsible for providing official and final transcripts and test score reports to UMBC for review and evaluation. Any official transcripts and test score reports with incomplete or in-progress coursework submitted to UMBC cannot be evaluated or posted to a student's Transfer Credit Report.
- 2) UMBC may apply a maximum of 90 transfer credits toward the undergraduate degree, which includes *academic coursework earned at other institutions* (Section V.B.), *competency-based education* (Section V.C.), and *military training, experience, education and coursework* (Section V.D.).
- 3) UMBC may apply a maximum of 60 credits from community colleges (or 65 credits for engineering majors) toward the 90 transfer credit maximum.
- 4) UMBC may apply a maximum of 60 competency-based education credits as earned through UMBC-administered departmental exams, CLEP, AP and IB examinations toward the 90 transfer credit maximum

- 5) In general, UMBC does not award credit for life experience or for credit-by-examination awarded at other institutions.

B. CREDIT FOR ACADEMIC COURSEWORK EARNED AT OTHER INSTITUTIONS

- 1) UMBC will award transfer credit for academic coursework taken at institutions of higher education accredited by the Regional Association of Colleges and Schools, Commission on Higher Education, in subject areas that are considered part of the student's UMBC degree program and in which he or she has earned a grade of "C" or better; UMBC will consider awarding transfer credit for academic coursework taken at institutions of higher education with other accreditation based on criteria such as course content and expected learning outcomes. In all instances, the applicability of coursework to a specific major, minor, or certificate program and the equivalence of a transferred course to a UMBC course is determined by the appropriate academic department.
- 2) Coursework taken at a Maryland public institution, as defined by the Maryland Higher Education Commission, with a grade of "D" or higher may transfer to UMBC provided the course was taken prior to enrollment at UMBC; however, a grade higher than "D" may be required in courses applied toward a major, minor or certificate program. Coursework taken at a Maryland public institution after enrollment at UMBC must be completed with a grade of "C" or better for purposes of transfer.
- 3) UMBC will award transfer credit for academic coursework in which a grade of "P" or "Pass" was earned provided the "P" or "Pass" is equivalent to a grade of "C" or better.
- 4) For academic coursework deemed transferable, UMBC will award transfer credit; however, grades earned at other institutions will not be included in the UMBC GPA calculation.
- 5) The evaluation of transfer credit will reflect a conversion of non-semester to semester credit hour equivalents. For example, one-quarter hour is equivalent to two-thirds of a semester hour.
- 6) Courses from community and junior colleges determined by UMBC to be equivalent to upper-level UMBC courses will be counted toward the upper-level graduation requirement as defined in the Undergraduate Catalog. Students who receive credit from a four-year institution that operates under a different course-numbering system may wish to forward a description of that numbering system to the Registrar's Office to assist with evaluation.
- 7) Physical education coursework may be accepted to satisfy UMBC's physical education requirement; however, the credits will not be calculated into the 120 academic credits graduation requirement and will not impact a student's transfer credit limits.
- 8) Students who have Advanced Level Examinations (GCE A-Levels) or attended a college or university outside the United States must submit both a copy of their official transcript and a course-by-course credentials evaluation through AACRAO:

AACRAO

Foreign Credentials Evaluation Service
One Dupont Circle, NW
Suite 520,
Washington, D.C. 20036-1135
<http://ies.aacrao.org>

C. CREDIT FOR COMPETENCY-BASED EDUCATION

- 1) Students may pursue competency-based education credit through the College Level Examination Program (CLEP), Advanced Placement (AP) Program, or International Baccalaureate (IB) Program. To receive credit for CLEP, AP or IB, official scores must be sent directly from the testing agency to UMBC's Office of Undergraduate Admissions. More information about CLEP, IB and AP examinations is available in the Undergraduate Catalog.
- 2) Students may request consideration for competency-based education credit through UMBC administered departmental exams. UMBC administered departmental exams are subject to availability as determined by the appropriate academic department. Credit awarded through a UMBC administered departmental exam is not applicable toward the general education program requirements for graduation. More information about UMBC-administered departmental exams is available in the Undergraduate Catalog.

D. CREDIT FOR MILITARY TRAINING, EXPERIENCE, EDUCATION, AND COURSEWORK

- 1) Service member populations and veterans may pursue credit for their military training or experience through competency-based education opportunities as defined in Section V.C., of this policy.
- 2) UMBC awards credit for military education and coursework as defined in Section V.B., of this policy.

E. TRANSFER CREDIT REPORT

- 1) Upon receipt of official academic transcripts or test scores and admission to UMBC, the Registrar's Office will conduct an initial transfer credit evaluation. Results of the transfer credit evaluation will be reported to students via a Transfer Credit Report.
- 2) Students will be held responsible for reviewing their Transfer Credit Report and taking appropriate action to resolve any concerns related to the equivalency of academic coursework earned at other institutions and competency-based education credit. Any additional information provided to the Registrar's Office will be shared with the appropriate academic department for further evaluation.

F. TRANSFER CREDIT APPEAL TO UMBC

- 1) Students who wish to appeal transfer credit determinations noted on the Transfer Credit Report as non-transferable, or wish to dispute a course equivalency, must do so in writing within twenty university working days of the posting of the Transfer Credit Report. The written appeal, addressed to the Registrar's Office, must include the following:

- The name of the institution, course name(s) and number(s), grade(s) earned and date of enrollment in which the course(s) in question was taken.
 - A copy of the course(s) description from the respective enrollment year.
 - A copy of the course(s) syllabus or course outline from the respective enrollment year.
 - A statement indicating why the credit(s) should be accepted.
- 2) Upon receiving the written appeal the Registrar’s Office will confer with the appropriate academic department, which will make the appeal decision.
 - 3) The student will be notified in writing within ten university working days of the Registrar’s receipt of the appeal decision from the appropriate academic department.

G. TRANSFER CREDIT APPEAL TO THE SENDING INSTITUTION

- 1) If a student has been denied transfer credit after an appeal to UMBC, the student may request the sending institution to intercede on the student’s behalf by contacting the transfer coordinator at the sending institution within ten university working days of having received UMBC’s decision.
- 2) Representatives of the two institutions shall have fifteen university working days to resolve the issues involved in the appeal.
- 3) As a result of the consultation referenced in this section, the appropriate department at UMBC may affirm, modify, or reverse the earlier appeal decision.
- 4) The UMBC Registrar’s Office shall notify the student in writing of the result of the consultation.
- 5) The decision arising out of this consultation constitutes the final decision and is not subject to appeal.

VI. DEFINITIONS

Upper Level Coursework	Upper-level coursework at UMBC is defined as courses numbered 300 or above.
Transfer Credit Report	A comprehensive report available to students via myUMBC that describes how coursework earned at other institutions, competency-based education, and military training, experience, education and coursework have been articulated at UMBC.
Competency-Based Education Credit	A form of transfer credit that may be awarded once competency is demonstrated and assessed through a nationally accepted standard recognized by UMBC.

VII. APPROVAL AND PROCEDURES: Not Applicable

VIII. DOCUMENTATION: Not Applicable

IX. RESTRICTIONS AND EXCLUSIONS: None

X. RELATED ADMINISTRATIVE POLICIES AND PROCEDURES: None

Administrator Use Only

Policy Number: III 1.41.01

Policy Section: Academic Affairs

Responsible Administrator: Vice Provost, Enrollment Management and Planning

Responsible Office: Office of Enrollment Management

Approved by President: 12.10.15

Approved by the Board of Regents: 12.15.14

Approved by the Maryland Higher Education Commission