



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

**I. POLICY STATEMENT**

This policy articulates the standards for assessing and awarding 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.02.03.19, 13B.06.01.03 and 13B.06.02.01-14) 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 pursuing an undergraduate degree at UMBC.

**IV. CONTACT**

<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>	<b>RT Help Ticket</b>
Policy/Procedural Clarification/Questions	Registrar's Office	410-455-2500	<a href="http://registrar.umbc.edu/contact/">http://registrar.umbc.edu/contact/</a>

**V. UNIVERSITY POLICY**

**A. TRANSFER CREDIT GUIDELINES**

- 1) Students must provide official and final transcripts and exam score reports to UMBC for review and evaluation. Any official transcripts and exam score reports with incomplete or in-progress coursework submitted to UMBC cannot be evaluated or posted to a student's Transfer Credit Report (TCR).

- 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 and military coursework toward the 90 transfer credit maximum. Depending upon student status, several policy exceptions may apply, allowing for the awarding and application of additional community college transfer credit, not to exceed 70 credits. More information about policy exceptions are available in the Undergraduate Catalog.
- 4) UMBC may apply a maximum of 60 competency-based education credits as earned through UMBC-administered departmental exams, College Level Examination Program (CLEP), Advance Placement (AP), International Baccalaureate (IB), Advanced Level Examinations (A-Levels), and DANTES Subject Standardized Test (DSST) examinations toward the 90 transfer credit maximum. 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) If it is determined by UMBC that at least 70 percent of the course learning objectives of the course (or combination of courses) completed at a Maryland public institution are equivalent to the course learning objectives of the UMBC course (or combination of courses), UMBC will accept the course (or combination of courses) for transfer.

- 4) 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.
- 5) 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.
- 6) 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. Courses, with the exception of science labs, must be at least 2.5 semester hours after credit conversion to be applied toward the General Education Requirements.
- 7) 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. Institutional credit (i.e., physical activity and developmental coursework) may be accepted but do not count toward the 120 academic credits required for graduation and will not impact a student’s transfer credit limits.
- 8) Students who have Advanced Level Examinations (GCE A-Levels) must submit an official certificate score report.
- 9) Students who have attended a college or university outside the United States must submit both a copy of their official translated transcript and a course-by-course credentials evaluation through one of the four approved credential evaluation services. Credentials from others services accredited by National Association of Credential Evaluation Services (NACES) may be accepted with prior approval.

Education Credential Evaluators

<https://www.ece.org/>  
414-289-3400

Educational Perspectives

<http://www.edperspective.org/>  
[info@edperspective.org](mailto:info@edperspective.org)  
312-421-9300

Foreign Credentials Service of America

<http://foreigncredentials.org/>  
[info@foreigncredentials.org](mailto:info@foreigncredentials.org)  
877-553-4285

World Education Services

<https://www.wes.org/>

212-966-6311

### **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, International Baccalaureate (IB) Program, Advanced Level Examinations (GCE A-Levels) or DANTES Subject Standardized Tests (DSST).
- 2) AP exams with a minimum score of 3 and CLEP tests with a minimum score of 50 will be awarded transfer credit. More information about AP, CLEP, IB, DSST and A-Level examinations is available in the Undergraduate Catalog.
- 3) 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. More information about UMBC Administered Departmental Exams is available in the Undergraduate Catalog.

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

1. UMBC will consider awarding transfer credit for academic coursework taken by students currently on active duty or former service members of the United States Armed Forces. Students interested in receiving credit for military occupational specialties, and other military coursework must provide official documentation based on their current status (i.e., Joint Services Transcript, Community College of the Air Force Transcript, etc.). UMBC will consider awarding transfer credit for academic coursework 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. While UMBC does not award credit for life experience, 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.

### **E. TRANSFER CREDIT EVALUATION**

- 1) Prospective students shall receive a transfer credit evaluation within 20 business days after providing to UMBC the required course information and documentation.
- 2) Upon receipt of official academic transcripts or test scores and admission to UMBC, the Registrar's Office will conduct a transfer credit evaluation. The results of the transfer credit evaluation will be reported to students via a Transfer Credit Report (TCR).

- 3) Students will be held responsible for reviewing their Transfer Credit Report (TCR) 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.
- 4) If the coursework was taken at a Maryland Public institution, a copy of the Transfer Credit Report (TCR) will be sent to that institution.

#### **F. TRANSFER CREDIT REQUEST FOR FURTHER REVIEW BY THE STUDENT**

- 1) Students who wish to provide additional information for further review and consideration of courses noted on the Transfer Credit Report (TCR) as non-transferrable or to dispute a course equivalency, must submit a Course Review Form to the Registrar's Office.
- 2) Upon receiving the Course Review Form, the Registrar's Office will confer with the appropriate academic department, which will make the determination of transferability and/or equivalency.
- 3) The Registrar's Office will notify the student in writing of the outcome of the appropriate academic department's review.

#### **G. TRANSFER CREDIT APPEAL BY THE SENDING INSTITUTION**

- 1) Maryland public institutions have twenty (20) business days after receipt of the Transfer Credit Report (TCR) to evaluate the report and to provide rationale and any supporting documentation for courses for which they disagree with the denial of credit.
- 2) UMBC and sending Maryland public institution will meet no later than 20 business days after the analysis is provided to UMBC.
- 3) After the meeting, the sending Maryland public institution must provide a revised analysis to UMBC or notify UMBC no revisions are needed within 10 business days.
- 4) Within 10 business days after receipt of the revised analysis, UMBC will make a final determination regarding the transferability of courses and will send the student a revised Transfer Credit Report (TCR) or notification that no changes are made.

## **VI. DEFINITIONS**

<b>Upper-Level Coursework</b>	Upper-level coursework at UMBC is defined as courses numbered 300- 400 level.
<b>Transfer Credit Evaluation</b>	A comprehensive report that describes how coursework earned at other institutions, competency- based education, and military training, experience, education and coursework have been articulated at UMBC.
<b>Competency-Based Education Credit</b>	A form of transfer credit that may be awarded once competency is demonstrated and assessed through a nationally accepted standard that UMBC recognizes.

**VII. APPROVAL AND PROCEDURES: Not Applicable**

**VIII. DOCUMENTATION: Not Applicable**

**IX. RESTRICTIONS AND EXCLUSIONS: None**

**X. RELATED ADMINISTRATIVE POLICIES AND PROCEDURES: None**

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**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**

**Amended: 06/12/2023**