



## Verification of Transferability UMBC Registrar's Office

If you are planning on taking a course off-campus, **please fill out and submit this form to the Registrar's Office before enrolling in the course.** It takes approximately two weeks to process this form. You may then return to the Registrar's Office to pick up your completed form. Any incomplete form will not be processed.

Before filling this form out, please note:

- A maximum of 60 credits total from community colleges/two-year colleges and only 90 credits total from four-year colleges will be applied towards your degree.
- You must earn a grade of C or higher in order for the course to transfer back to UMBC.
- Credits transfer, not grades. This course will not be reflected in your overall UMBC GPA.
- If you are taking a course for a third time, you must seek permission from the Office for Undergraduate Education to enroll in the course.
- If you are attending a non-Maryland institution and are requesting a direct equivalency, you must attach a copy of the Course Description Review form and a course description or course syllabus. Please allow up to four additional weeks for processing.
- You cannot transfer in any course towards the Writing Intensive Requirement. The Writing Intensive Requirement must be completed at UMBC.

Student Information <i>(Please type or print all information clearly; illegible information will result in delayed processing of the form)</i>				
Last Name	First Name	Middle Initial	Campus ID (Ex: AB12345)	Major

Course Information <i>(Please type or print all information clearly) -- ONE COURSE PER FORM</i>				
Transfer Institution <small>(i.e. Montgomery College)</small>	Term <small>(i.e.: Fall 2015)</small>	Course Number <small>(i.e. EN 101)</small>	Course Title <small>(i.e. English Composition)</small>	Credits
Desired UMBC Equivalency	Desired Gen Ed Equivalency	Major Requirement?		Elective?
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/>
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

I am seeking (check all that apply):

- Verification of Transferability** – I need to determine how a course will transfer to UMBC
- Repeating a Course Off-Campus** – I wish to repeat a course I have previously taken and if this is my third time taking the course, I understand that I must seek additional permission from the Office of Undergraduate Education prior to enrolling in the course.

By signing below, I verify that I read and understand how my transfer credit will be evaluated and applied to my UMBC record.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**If you are enrolling in this course for a Major, Minor, or Certificate Requirement, your Academic Advisor must sign below:**

Program Requirement/Equivalency	Advisor Comments	Advisor Name and Signature

### REGISTRAR'S OFFICE USE ONLY

Transferable?	UMBC Equivalent	Gen Ed	Upper Level?	Student Repeating Course?
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No <input type="checkbox"/> 2 <sup>nd</sup> Attempt <input type="checkbox"/> 3 <sup>rd</sup> Attempt <input type="checkbox"/> Has Permission from OUE for 3 <sup>rd</sup> Attempt
Check All That Apply:				
<input type="checkbox"/> Student has reached maximum transfer credits – Courses may transfer, totals will not increase <input type="checkbox"/> Student must provide a course description or syllabus – No articulation for this course is on file, decision may change pending review outcome <input type="checkbox"/> Student must seek permission from the Office of Undergraduate Education to repeat this course – No permission on file				
Comments				
Staff Name	Signature	Date		