



Course Description Review
UMBC Registrar's Office

Please use this form to request a review of transferred coursework already applied to your UMBC record to be reevaluated for general education or major requirement equivalency. **If you have not taken this course yet, you will need to complete the Verification of Transferability (VOT) form instead.**

Please print this form out and attach a copy of the course's information to be reviewed. Acceptable course information includes:

- A **course syllabus** with a list of assignments and/or covered topics (*PDF or Word doc only*)
- A **common course outline** provided in class with a list of assignments and/or covered topics (*PDF or Word doc only*)

You should submit a separate form for each course taken. Please complete all requested information, attach course information to this form, and submit both pieces to the Registrar's Office. If an electronic copy of the course description is available, please complete all requested information and then submit the form and course description(s) to the following email: transferservicesforms@umbc.edu. Please do not submit a copy of the institution's complete Undergraduate Catalog.

Please be advised that submission of this form does not guarantee that the course will be transferred or applied to any requirements indicated below. The evaluation process can take up to (4) four weeks for completion. Notification of the outcome will be sent to you via your UMBC email address.

Student Information <i>(please type or clearly print all information)</i>				
Last Name	First Name		Middle Initial	
Date	UMBC Email Address	UMBC Campus ID (i.e. AB12345)	Major	Minor
	@umbc.edu			

Course Description Review Information <i>(please type or clearly print all information)</i> – ONE COURSE DESCRIPTION PER FORM			
Institution Attended		Institution Credits are listed as:	Semester and Year (i.e. Fall 2000)
		<input type="checkbox"/> Semester Hours <input type="checkbox"/> Quarter Hours or Other	
Course Number (i.e. MATH 100)	Title of Course (i.e. Calculus I)	Credits (i.e. 4)	Desired Equivalency (i.e. MATH 151, Gen Ed, or Elective Credit)
I need this course evaluated for <i>(please check one)</i> :			
<input type="checkbox"/> A Major, Minor, or Certificate Requirements		<input type="checkbox"/> A pre-requisite for a Major, Minor, or Certificate requirement	<input type="checkbox"/> A general education requirement

Department Use Only – To be filled out by the Academic Department once form is submitted to the Registrar's Office								
Course above transfers as:	Elective	Major Requirement	Minor Requirement	Gen Ed		Physical Education	Upper Level Credit	Direct Equivalency
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GFR	GEP	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> A syllabus or course outline is needed before evaluation can be completed								
<input type="checkbox"/> This course is not acceptable for transfer credit because:								
Evaluator's Signature:					Print Name:			
Department:					Date:			