



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. Processed forms will be sent to your UMBC email. You must submit an official transcript to the Registrar's Office once grades are posted for the course.

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. Please refer to the Undergraduate Catalog for additional transfer credit policies.
- You must earn a grade of C or higher 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 requesting to repeat a course for a third and final attempt you must seek approval from [Academic Standards and Policy Administration](#) before taking a course off-campus.
- 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 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 2013)</small>	Course Number <small>(i.e. EN 101)</small>	Course Title <small>(i.e. English Composition)</small>		Credits
Desired UMBC Equivalency	Desired Gen Ed	Major Requirement?	Elective?	Shady Grove	Current Graduation Candidate
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.
- Repeating a Course Off-Campus for a Third Time** – I understand that third attempts (including "W" grades) are considered final and that I must seek approval from [Academic Standards and Policy Administration](#) before taking the course off-campus.

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 nd Attempt <input type="checkbox"/> 3 rd Attempt <input type="checkbox"/> Has pending petition from ASPA for 3 rd Attempt
Check All That Apply:				
<input type="checkbox"/> Student has reached maximum transfer credits – Courses may transfer, credit amount toward the 120 requirement will not increase <input type="checkbox"/> Student must provide a syllabus – No articulation for this course is on file, decision may change pending review outcome <input type="checkbox"/> Student must seek permission from the Academic Standards and Policy Administration before repeating this course for a third and final attempt – No permission on file				
Comments				
Staff Name		Signature		Date