

Verification of Transferability UMBC Registrar's Office

If you are planning on taking a course off-campus, **please fill out this form below and submit the form to the Registrar's Office before enrolling in the course.** It takes approximately one week to process this form and return a copy of it to students for their records. Any incomplete form will not be processed.

Before filling this form out, please note:

- You may transfer in only 60 credits total from community colleges/two-year colleges, and only 90 credits total from four-year colleges. This includes any transfer credit already applied to your UMBC record.
- 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 repeating a course for a third time, you must seek permission from the Office for Undergraduate Education, otherwise the course will be marked with the code "ILGL" on your record, indicating the course was illegally repeated.
- If you are planning on enrolling at a Maryland Community College, you may use the ARTSYS system as a guide. However, if the course you're enrolling in is not a general education course at UMBC, you will not earn general education credit.
- You must attach a course description for review if you are planning to take this course at a non-Maryland Community College.
- You cannot transfer in any course towards the Writing Intensive Requirement. The Writing Intensive Requirement must be completed at UMBC.
- Your final 30 credits must be completed at UMBC. If you are in your final 30 credits, you must apply for a Residency Waiver. If granted, you are allowed to transfer in only two courses for a total of eight credits. Physical Education courses are excluded from this policy.

☐ I have read and I understand how my transfer credit will be evaluated and applied to my UMBC record.

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	Current Credit Amount*
		____ /120

* = Please consult your Degree Audit to see how many credits you have earned. If you have earned more than 90 credits, you must apply for a Residency Waiver.

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 2012)</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	Residency Waiver Needed
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/>	<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
- ☐ **Residency Waiver Permission** – I am in my final 30 credits for my degree and I wish to take a course off-campus
- ☐ **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 this is my third time taking the course and that I must seek additional permission from the Office for Undergraduate Education, otherwise the course will not transfer to UMBC and will be marked with the code "ILGL".

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 Printed Name and Signature

REGISTRAR'S OFFICE USE ONLY

Transferable	UMBC Equivalent	GFR	GEP	Upper Level	Residency Waiver	
<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not Applicable <input type="checkbox"/> #1 <input type="checkbox"/> #2	
Staff Name		Signature			Date	
Comments						

☐ Notated in Advising Notes History

☐ Copy sent to Student on _____