The Nuts and Bolts of Transfer Credit

Transfer Credit Services Staff

Undergraduate Admissions

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Office of the Registrar

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Transfer Credit Services’ Mission

- Facilitate the evaluation of transfer courses for current and prospective students
- Assist academic advisors, students and parents with interpretation of transfer and general education policies and procedures
- Maintain the transfer course equivalency database – includes over 300,000 courses

Acceptability of Transfer Credits

- Transfer Credit Services (TCS) works with departments to determine acceptability of transfer credits by UMD.
- Transfer courses are accepted as:
  - equivalent to a UMD course
  - non-equivalent, but accepted as satisfying general education
  - non-equivalent, but accepted as lower-level (L1) or upper-level (L2) elective
- A minimum grade of “C−” is required for courses to be accepted for transfer to UMD. From Maryland public institutions, a minimum grade of “D−” is accepted.
- Transfer courses that do not fall within the level, scope and content of courses offered by UMD are not accepted for transfer.
Applicability of Transfer Credits

- The applicability of transfer credits toward degree requirements is determined by advising colleges.
- Up to 60 transfer credits from 2 year institutions can apply to degree requirements.
- Up to 90 credits can be applied to degree requirements from a combination of credits from:
  - 2 year institutions
  - 4 year institutions
  - prior learning credits
- The TRANAPP (Transfer Applicability) screen in SIS should be used by the advising college to mark courses as not applicable. Duplicate transfer courses can also be marked on this screen.

Transfer & Prior Learning Credit

- College–level courses similar to courses offered at UMD in:
  - content
  - scope
  - level
- Dual enrollment (high school/college)
- Generally accepted from regionally accredited institutions
- Advanced Placement (AP)
- Advanced Level (A–level)
- International Baccalaureate (IB)
- College Level Exam Program (CLEP)
- Departmental Credit–by–Exam (resident credit)
- Basic Military Training
Transfer Course Levels

- Generally, credits are transferred to UMD at the equivalent level that they were taken.
  - a lower-level course transfers in as a lower-level course
  - an upper-level course transfers in as an upper-level course.
  - ALL courses from a community college are considered lower-level.
- Direct any questions you may have regarding the appropriate credit level to transfercredit@umd.edu.

General Education & Transfer

- Students who have earned an associate’s degree from a Maryland public community college have completed general education except for any upper level requirements and the number of credits required to complete general education (40 credits for GenEd or 43 credits for CORE).
- Students who matriculate to UMD with a bachelor's degree from any regionally accredited college or university will be considered to have satisfied the University's general education requirements, regardless of when the degree was received.
- Visit the General Education @ UMD for additional information www.gened.umd.edu/for-advisors/gened-advisors.php
Degree Verifications

To check to see if a degree from a previous institution has been verified:
  ◦ Go to the PI screen in SIS.
  ◦ Place the cursor on the institution in which you want to check.
  ◦ Press F5 to expand the PI screen.

The Type will let you know if the degree has been verified or not.
  ◦ D = Degree has been Verified
  ◦ Z = Degree has NOT been Verified
  ◦ G = General Education Package Satisfied.
Transfer courses are entered on the students’ record by Records and Registration Services. Courses descriptions for courses not requiring a syllabus are sent to depts for review. TCEQ database is updated with either PE or NS footnotes. Dept evaluator reviews course description to determine if/how the course is accepted for transfer by UMD. Course evaluation is returned to TCS and entered into TCEQ database as appropriate. The evaluator is notified when the evaluation has been entered into the TCEQ database.

Student requests transfer course evaluation & provides a syllabus. TCEQ database is updated with PE footnote. Dept evaluator reviews the syllabus to determine if/how the course is accepted for transfer by UMD. Course evaluation is returned to TCS and entered into TCEQ database as appropriate. Student is notified of the evaluation outcome.

What is Reverse Transfer?
- Students who transfer to 4 year universities from 2 year colleges can earn their associate degree while working on a bachelor’s degree.
- Their university level classes can count toward both the associate and bachelor’s degrees.

The National Completion Agenda
- The goal is to increase student completion rates nationwide in the next decade
- President Obama
- AACC (American Association of Community Colleges)
- College Board
- Lumina Foundation/Bill & Melinda Gates Foundation
Reverse Transfer Pilot

- Qualifications
  - No previous degree
  - Minimum of 15 credits earned at PGCC
  - Minimum of 60 total degree credits at UMD
  - 2.0 or higher GPA at both UMD and PGCC
Reverse Transfer Pilot Process

UMD identifies potential students $\rightarrow$ Directory information sent to PGCC $\rightarrow$ PGCC will review and identify qualified students

Students contacted by UMD for transcript release consent $\rightarrow$ Transcripts sent to PGCC $\rightarrow$ PGCC Credits will be evaluated and students will be advised

Once degree requirements are met, students earn degree

RT Benefits/Challenges

- **Benefits of Reverse Transfer**
  - Achieve a milestone
  - Add an additional credential to resume
  - Qualify for and gain work experience relevant to major
  - Increase earning potential during bachelor’s education
  - Eliminate the need for course–by–course evaluation of general education requirements

- **Biggest Challenge**
  - Communicating the value of an associate degree

For more information visit [www.transfercredit.umd.edu/rt.html](http://www.transfercredit.umd.edu/rt.html)
International Transfer Credits

- Newly admitted students with international transfer credits must provide UMD with an official transcript in the original language and a certified English translation. Syllabi translated into English are also required.
- International transcripts are initially reviewed by Admissions to determine if credits should be accepted for transfer. If approved, transfer courses are posted to the students’ record.
- Transfer course evaluations by departments occur after the courses have posted to the student’s record.

  ◦ Office of Undergraduate Admissions: ApplyMaryland@umd.edu

Education Abroad Credits

- All current students who take courses outside the US, must go through Education Abroad. This ensures consistency in the conversion of international credits to US credits.
- Education Abroad credits can be UMD resident credit (posted as UMD credits) or transfer credit.

  ◦ Education Abroad Office: educationabroad@umd.edu
New Transfer Credit Website
http://transfercredit.umd.edu

Online Transfer Credit Database

- Pay close attention to footnotes and start/end dates
- Read ALL lines to determine appropriate acceptance of a course (i.e. MATH131)
- Place cursor over footnote, CORE, GenEd code for additional information to display.
Recommend using TCEQ over online database for additional details.

Insert and/or validate dates indicate last time the course was looked at for accuracy.

**Transfer Database Footnotes**

<table>
<thead>
<tr>
<th>Footnotes</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>MH</td>
<td>Accepted as General Education for newly matriculated students per MHEC</td>
</tr>
<tr>
<td>17</td>
<td>No PTE (Permission to Enroll) is allowed for current UMD students</td>
</tr>
<tr>
<td>18</td>
<td>Current UMD students may not take for CORE credit – ok to take for direct equivalency, if available</td>
</tr>
<tr>
<td>19</td>
<td>Current UMD students may not take for GenEd credit – ok to take for direct equivalency, if available</td>
</tr>
<tr>
<td>21</td>
<td>Two courses are required to transfer to equate to one course at UMD</td>
</tr>
<tr>
<td>44</td>
<td>Individual department review required for transfer evaluation</td>
</tr>
<tr>
<td>99</td>
<td>Course note is listed in TCEQ</td>
</tr>
<tr>
<td>NS</td>
<td>Syllabus is needed for purposes of evaluation</td>
</tr>
<tr>
<td>PE</td>
<td>Pending Evaluation from academic department</td>
</tr>
<tr>
<td>PF</td>
<td>Portfolio review required to request exemption from Academic Writing</td>
</tr>
</tbody>
</table>
TES: Transfer Evaluation System

- Interactive database with access to 65 million course descriptions from 4,989 institutions of higher learning.
- Links to catalogs, institutional profiles, transcript keys and institutional websites.

http://tes.collegesource.com/

Who to Contact When

**Records & Registration Services**
- registrar-help@umd.edu
- Locating received transcripts
- Posting missing transfer credits
- Correcting errors to posted transfer credits

**Transfer Credit Services**
- transfercredit@umd.edu
- Entering equivalencies in TCEQ
- Reading & interpreting TCEQ and online databases
- Answering transfer policies and procedural questions