UNDERGRADUATE ADVISING CONFERENCE 2015

EMPOWERING ADVISORS IN THE COLLABORATION WITH TRANSFER STUDENTS

Website: transfercredit.umd.edu
Email: transfercredit@umd.edu

TRANSFER CREDIT SERVICES

Office of the Registrar
Sandra Quinn
x48256
sjquinn@umd.edu

Office of Undergraduate Admissions
Mary Bell
x48413
mcbell@umd.edu

Website: transfercredit.umd.edu
Email: transfercredit@umd.edu
TRANSFER CREDIT ACCEPTABILITY

- Transfer Credit Services (TCS), in conjunction with academic departments determine the acceptability of transfer courses.
- Courses must fall within the level, scope and content of courses offered by UMD to be acceptable and awarded transfer credit.
- Transfer courses are accepted as:
  - direct equivalency to a UMD course
  - not a direct equivalency, but satisfies general education requirement
  - not a direct equivalency, but satisfies general elective
- A minimum grade of “C–” is required for courses to be accepted for transfer to UMD.
- A minimum grade of “D–” is accepted from Maryland public institutions.

TRANSFER & PRIOR LEARNING CREDIT

<table>
<thead>
<tr>
<th>Transfer Credit</th>
<th>Prior Learning Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generally accepted from regionally accredited institutions</td>
<td>Advanced Placement (AP)</td>
</tr>
<tr>
<td>College-level courses similar to courses offered at UMD in:</td>
<td>International Baccalaureate (IB)</td>
</tr>
<tr>
<td>- content</td>
<td>Advanced Level (A-Level)</td>
</tr>
<tr>
<td>- scope</td>
<td>College Level Exam Program (CLEP)</td>
</tr>
<tr>
<td>- level</td>
<td>Basic Military Training</td>
</tr>
<tr>
<td>Dual enrollment (high school/college)</td>
<td>Departmental Credit–by–Exam (resident credit)</td>
</tr>
</tbody>
</table>
TRANSFER COURSE LEVELS

- Generally, courses 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
  - a lower-level course can equate to an upper-level course at UMD, but the course is still considered lower-level and has footnote 24 (freshman/Sophomore credit)
  - 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.

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.
- All courses completed through an abroad experience must be reviewed for acceptability prior to applicability being determined.
- Education Abroad credits can be UMD resident credit or transfer credit.

Education Abroad Office: educationabroad@umd.edu

TRANSFER EVALUATION PROCESS

1. Transfer courses are entered on the student record by Records and Registration Services.
2. Courses descriptions for courses not requiring a syllabus are sent to departments for review.
3. TCEQ database is updated with either PE or NS footnotes.
4. Department evaluator reviews the course description to determine if/how the course is accepted for transfer by UMD.
5. Course evaluation is returned to TCS and entered into TCEQ database as appropriate.
6. The evaluator is notified when the evaluation has been entered into the TCEQ database.
7. Student requests transfer course evaluation & provides a syllabus to TCS.
8. TCEQ database is updated with PE footnote.
9. Department evaluator reviews the syllabus to determine if/how the course is accepted for transfer by UMD.
10. Course evaluation is returned to TCS and entered into TCEQ database as appropriate.
11. Student is notified of the evaluation outcome.
12. Student contacts department evaluator directly for an evaluation.
13. Department evaluator reviews the materials provided to determine if/how the course is accepted for transfer by UMD.
14. Department evaluator sends an email notification to TCS about the evaluation and it is entered into TCEQ database as appropriate.
TRANSFER COURSE APPLICABILITY

- Transfer courses must be acceptable by UMD to be applicable toward degree requirements.
- Applicability of transfer courses 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 advising college needs to use the TRANAPP (Transfer Applicability) screen in SIS to mark courses as not applicable or as a duplicate course.

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 at UMD.
  - 40 credits for GenEd
  - 43 credits for CORE
- Students who have earned a bachelor’s degree from any regionally accredited institution have satisfied all general education requirements.
- An official transcript must be received to verify the degree has been awarded prior to a student being waived out of any general education requirements.
GENERAL EDUCATION & TRANSFER

- A student who has satisfied the general education requirements at a Maryland public community college, but has not earned an associate degree should be treated the same as a student who has earned an associate degree.
  - They are exempt from general education except for upper-level requirements and the number of credits required to complete general education at UMD (40 credits for GenEd or 43 credits for CORE)
- A student who has satisfied the general education requirements at another Maryland public 4-year institution should be treated the same as a student who has earned a bachelor’s degree.
- Documentation, typically a letter should be provided to the Office of the Registrar for processing indicating the general education package is satisfied.

For more information, visit General Education @ UMD at http://www.gened.umd.edu/for-advisors/gened-advisors.html.

DEGREE VERIFICATIONS

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

- 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.

CREDIT WHEN IT’S DUE/REVERSE TRANSFER

- What is Credit When It’s Due?
  - Students who transfer to a 4-year university 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.

- Qualifications (https://youtu.be/fq_BiqG5i0U)
  - Has not previously earned a degree
  - Minimum of 15 credits earned at 2-year college
  - Minimum of 60 total degree credits at UMD
  - 2.0 or higher GPA at both UMD and the 2-year college
Benefits/Challenges of Credit When It’s Due

- Benefits of Credit When It’s Due
  - 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

Transfer Credit Website
TRANSFERCREDIT.UMD.EDU
ONLINE TRANSFER CREDIT DATABASE

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

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>GenEd</th>
<th>Core</th>
<th>Review</th>
<th>Footnote</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT122</td>
<td>MATH WITH CALCULUS I</td>
<td>FM</td>
<td></td>
<td></td>
<td>14.10, 15.19</td>
<td></td>
</tr>
<tr>
<td>MAT123</td>
<td>MATH WITH CALCULUS II</td>
<td>FSMA</td>
<td></td>
<td></td>
<td>14.17 (NO-PT)</td>
<td>Summer II 1991</td>
</tr>
<tr>
<td>MAT131</td>
<td>COLLEGE ALGEBRA</td>
<td>FM</td>
<td></td>
<td></td>
<td></td>
<td>Spring 1994</td>
</tr>
<tr>
<td>MAT131</td>
<td>COLLEGE ALGEBRA</td>
<td>FSMA</td>
<td></td>
<td></td>
<td></td>
<td>Fall 2014</td>
</tr>
<tr>
<td>MAT131</td>
<td>COLLEGE ALGEBRA</td>
<td>FM</td>
<td></td>
<td></td>
<td></td>
<td>Summer II 2014</td>
</tr>
</tbody>
</table>

TCEQ SCREEN IN SIS

- 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 or as an elective</td>
</tr>
<tr>
<td>19</td>
<td>Current UMD students may not take for GenEd credit – ok to take for direct equivalency, if available or as an elective</td>
</tr>
<tr>
<td>21</td>
<td>Two or more transfer courses equate to one course at UMD</td>
</tr>
<tr>
<td>24</td>
<td>Credit will be awarded at the Freshman/Sophomore level only</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 over 73 million course descriptions from 5,091 institutions of higher learning.
- Links to catalogs, institutional profiles, transcript keys and institutional websites.
- [http://tes.collegesource.com/](http://tes.collegesource.com/)

**ECN-1010 PRINCIPLES OF MACROECONOMICS**

First semester of university-parallel sequence. Introduction to economic macroanalysis, emphasizing gross national product, national income, consumption, investment, taxation, government spending, and monetary and fiscal policies. Social Science Req.

- **Units:** 3
- **Prerequisites:** Reading and mathematics proficiencies or DVM-0071 completed or concurrent
- **Department:** ECONOMICS
WHO TO CONTACT WHEN

**Records & Registration Services**

- registrar-help@umd.edu
  - Locating received transcripts
  - Posting missing transfer credits
  - Correcting errors to posted transfer credits
  - AP scores received (initial check)

**Transfer Credit Services**

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

TECHNOLOGY TRAINING TOMORROW

TECHNOLOGY TO ASSIST TRANSFER ADVISING

Location: LeFrak Hall in OACS Lab 3 and 4

An overview of:
- SIS screens related to transfer credit
- Transfer Credit Services Website
- Online Transfer Credit Database