Presentation Overview

- Directory Assistance – Who to Contact When
- Transfer vs Prior Learning Credit
- Acceptability of Transfer Courses
- Transfer Course Evaluation Process
- Posting Transfer Courses
- International & Education Abroad
- General Education & Transfer
- Degree Verifications
- Transfer Course Levels
- Applicability of Transfer Courses
- Transfer Credit Website
- Transfer Course Database
- Reverse Transfer
Office of the Registrar  
Transfer Credit Services  
www.transfercredit.umd.edu  
transfercredit@umd.edu  

The goal of Transfer Credit Services (TCS) is to provide accurate and timely information about undergraduate transfer policies and procedures to students and advisors.

TCS Staff  
• Sandra Quinn – Coordinator Transfer Credit  
• Deborah Chen – International Transfer Credit  
• Leslie Davis – Domestic Transfer Credit

Directory Assistance  
Who to Contact When  
Transfer Credit Services  
transfercredit@umd.edu  

• Interpreting transfer and prior learning credit policies, practices and procedures  
• Facilitating the transfer course evaluation process  
• Maintaining transfer course equivalencies database  
• Reading and interpreting the TCEQ screen in SIS and online databases  
• Posting missing international transfer courses for admitted students and correcting posting errors  
• Updating the acceptability of transfer courses (from X to Y)

REMINDER: A PTE is required to update current UMD student records.
Records and Registration Services
registrar-help@umd.edu
- Locating transcripts received by UMD
- Posting missing domestic transfer courses
- Correcting errors to posted domestic transfer courses
- Checking for AP scores received by UMD
- Posting Basic Military Training credits
- Posting resident credit courses from education abroad
- Verifying associate degrees from Maryland public institutions and bachelor degrees from regional accredited institutions
- Questions regarding resident credit courses

Undergraduate Admissions
ApplyMaryland@umd.edu
http://admissions.umd.edu/
- Admission Requirements
- Admission Review Factors
- Application Deadlines
- Application Checklists
- Application Status
- Limited Enrollment Programs
- Maryland Transfer Advantage Program
Pre-Transfer Advising

transferadvising@umd.edu
http://pretransferadvising.umd.edu/

Advising assistance for prospective students prior to applying for admission to UMD

- Determining how previous coursework will apply to a UMD degree
- Identifying remaining general education and major requirements
- Estimating the time it will take to earn a degree

Transfer vs Prior Learning Credit

**Transfer Credit**

- Generally accepted from regionally accredited institutions of higher education
- College-level courses similar to courses offered at UMD in:
  - level
  - scope
  - content
  - expected learning outcomes
- Dual enrollment (high school/college)

**Prior Learning Credit (PLC)**

- Advanced Placement (AP)
- International Baccalaureate (IB)
- Advanced Level (A-Level/AS-Level)
- College Level Exam Program (CLEP)
- Basic Military Training
- Departmental Credit—by—Exam (resident credit)
Prior Learning Credit (PLC)

- UMD must receive an official score report directly from the organization/board that administered the exam for PLC to be awarded.
- The score received on an exam must meet the minimum score UMD accepts, even if the student received credit for the exam at another institution.
- Students may earn up to one-half of the credits required for their baccalaureate degree through PLC (60 credits).
- No more than 30 of these credits can be from CLEP.
- Departmental Proficiency Exams (Credit-by-Exam) are posted as resident credit under the semester the exam was taken.
  - Credit-by-Exam may not be taken for courses in which the student has remained registered at UMD past schedule adjustment.

Prior Learning Credit (PLC)

- Credit received in a course at UMD shall supersede any credit from AP, IB, A-Level/AS-Level, or CLEP.
- A student who has earned any grade, passing or otherwise, in a course at UMD shall not subsequently receive credit for that course by AP, IB, A-Level/AS-Level, or CLEP.
- If a student has been awarded exam credit for an equivalent UMD course in which they have also earned credit, the course from the exam will be marked on their record as being a repeated course and the credits will be removed from the total number of credits earned.
- No credit will be awarded for AP, IB, or A-Level/AS-Level exams that are repeated or taken after a student has matriculated to the University of Maryland.
Acceptability of Transfer Credit

- TCS oversees and supports the undergraduate transfer evaluation process to determine the acceptability of courses, the awarding of credit by UMD and maintains a database of transfer evaluations.
- The evaluation of transfer courses at UMD is conducted by the department that manages the subject matter.
- For a course to be acceptable for transfer to UMD, the course must be similar in
  - level
  - scope
  - content
  - expected learning outcomes
to undergraduate courses offered at UMD.

Acceptability of 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

- In general, a minimum grade of “C–” is required for courses to be accepted for transfer to UMD.
- From a Maryland public institution, a minimum grade of “D–” is accepted for transfer to UMD.
- The minimum grade required to satisfy a degree requirement may be higher than the minimum grade to be awarded transfer credit.
Domestic Transfer Evaluation Process

Student is admitted to UMD

Records & Registration Services posts transfer courses to student record

TCS reviews student’s record and takes the following action:
- Sends course descriptions to departments that do not require a syllabus to review
- Sends syllabi received by TCS to departments for review
- Updates TCEQ database with Needs Syllabus and Pending Evaluation footnotes

Department evaluator reviews the course
- Determines if/how the course is accepted for transfer to UMD
- Notifies TCS to update TCEQ database and student record with the evaluation

TCS updates the TCEQ database and student’s record as appropriate

International Transfer Evaluation Process

Student is admitted to UMD

Admissions completes an initial review of the international transcript
- Institution recognized by the country’s Ministry of Education
- Credit conversion ratio and minimum accepted grade

TCS posts transfer courses to student record
- Updates TCEQ database with Needs Syllabus if course IDs are available
- Send email to student and advising college notifying them the courses are posted

Student provides syllabus in original language and certified English copy
- Student can provide syllabus directly to department or to TCS
- If submitted to TCS, the syllabus is forwarded to the department for review

Department evaluator reviews the course
- Determines if/how the course is accepted for transfer to UMD
- Notifies TCS to update TCEQ database and student record with the evaluation

TCS updates the TCEQ database and student’s record as appropriate
Transfer Course Evaluation Process

1. Student requests transfer course evaluation by providing a syllabus to TCS.
2. TCS updates the TCEQ database with the PE footnote.
3. TCS forwards syllabus to approved department evaluator to review.
4. Department evaluator reviews the syllabus to determine if/how the course is accepted for transfer by UMD.
5. The course evaluation is returned to TCS and entered into TCEQ database as appropriate.
6. Student is notified of the evaluation outcome.
7. Department evaluator sends an email notification to TCS about the evaluation and it is entered into TCEQ database as appropriate.
8. The evaluator is notified when the evaluation has been entered into the TCEQ database.

Posting Transfer Courses

- By default, the acceptability of a transfer course is Y (yes).
- Courses that have already been evaluated as not accepted for transfer will default to N (no).
- A course in TCEQ with a footnote 17, 18 and/or 19 will default to X for students with a current or previous enrollment at UMD (e.g. Young Scholars, MTAP).
- Examples of courses that are never accepted for transfer:
  - Developmental or preparatory
  - English Second Language or English as a Foreign Language
  - Internships, externship, practicum or co-op work experiences not supervised by UMD faculty
  - Travel, tourism, hospitality, hotel or restaurant
  - Clinical health care – nursing, EMT, paralegal
SRECORD Notations

The outlined course does not have a notation next to it. This means the course is not in the TCEQ database. The course needs to be evaluated for acceptability by UMD. Any course that has already been entered in the TCEQ database will have some type of notation next to it.

By default, a transfer course that is not already in the TCEQ database is listed as acceptable on a student’s record. The course must be evaluated for acceptability to ensure the credit is not removed if the course is deemed not acceptable by UMD.

AoW Transcript Notations

The same applies to the Advise on the Web transcript.

Reasons why some courses will never have a notation in SRECORD or AoW:
- Lab course that doesn’t have a direct equivalency, but is part of DSNL for GenEd.
- Course without a unique course ID listed on the sending institutions transcript. This is typically for international transfer courses, but can also be for domestic.
International Transfer Credits

- Newly admitted students with international transfer credits must provide UMD with:
  - official transcript in the original language
  - certified English translation, if original language is other than English
  - 3rd Party evaluation of international credentials
  - Syllabi in the original language and certified English translations.
- International transcripts are initially reviewed by Undergraduate Admissions to determine if the institution is recognized by the country’s Ministry of Education, credit conversion ratio and minimum acceptable grade.
- Transfer course evaluations by departments occur after the courses have posted to the student’s record.

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 either UMD resident credit or transfer credit.
- Transfer courses are posted by TCS after Education Abroad has completed an initial review of the courses taken and the transcript is sent to the TCS for posting.

Education Abroad Office: educationabroad@umd.edu
General Education & Transfer

• Students who have earned an **associate’s degree from a Maryland public institution** are exempt from a course-by-course evaluation of GenEd. They must still complete professional writing and have earned a total of 40 GenEd credits.

• 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.

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General Education & Transfer

• Students who have satisfied the general education package/program at a **Maryland public community college** are exempt from a course-by-course evaluation of GenEd. They must still complete professional writing and have earned a total of 40 GenEd credits.

• Students who have satisfied the general education requirements at another **Maryland public 4-year institution** are exempt from all GenEd requirements.

If not already listed on the student’s transcript, a letter should be provided to **Transfer Credit Services** to post the general education package/program is satisfied.

For more information, visit the advisors section of General Education @ UMD at [http://www.gened.umd.edu/](http://www.gened.umd.edu/).
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.

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 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)
  - an upper-level course can equate to a lower-level course at UMD, but the course is still considered upper-level.
  - 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.

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 uses the TRANAPP screen in SIS to mark a course as not applicable or as a duplicate.
Transfer Credit Website

http://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.
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) – current UMD students are not allowed to</td>
</tr>
<tr>
<td></td>
<td>take for credit</td>
</tr>
<tr>
<td>18</td>
<td>Current UMD students may not take for CORE credit – ok to take for direct</td>
</tr>
<tr>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>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 purpose 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>
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
  • 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
QUESTIONS