

Acceptability and Applicability of Transfer Courses and Prior Learning Credit*

ACCEPTABILITY OF TRANSFER COURSES

The Office of the Registrar at the University of Maryland posts all transfer courses to a student's academic record from institutions of higher education that are regionally accredited in the United States or recognized by the country's Ministry of Education. The regional accrediting bodies are:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

Generally, college-level courses completed at these types of accredited institutions are acceptable and are awarded transfer credit provided a **grade of C-** or higher is earned and the course is similar in **level, content and scope** to courses offered at the University of Maryland. However, for public institutions of higher education in the State of Maryland, in accordance with MHEC (Maryland Higher Education Commission) policy *13B.06.01.05*, transfer courses from these institutions are acceptable with a grade of D- provided the course is similar in level, content and scope to courses offered at the University of Maryland. **It is important to note that as per University of Maryland academic policies, the minimum grade required to satisfy a degree requirement may be higher than the minimum grade to be awarded transfer credit.**

Review of Transfer Credit for Acceptance

Transfer Credit Services oversees course subject matter to determine the acceptability and the awarding of transfer credit for the University; and, consults with the academic departments for course clarifications and guidance. This review is based on comparison of the transfer course to courses offered for degree programs at the University of Maryland. A course that is accepted for transfer to the University of Maryland will receive one of the following types of evaluations:

- direct equivalency to a University of Maryland course (whether within or outside of the major),
- no direct equivalency, but satisfies general education requirement, or
- no direct equivalency, but is accepted as a general elective.

Transfer Credit Conversion to Semester System

The University of Maryland operates on a semester calendar system. Transfer courses taken at institutions on quarter, unit or other types of calendar systems will be converted to semester credit hours. For transfer courses taken on a quarter calendar system, the University awards .67 semester credits per quarter credit hour of study. For transfer courses taken on a unit or other type of credit system, the University bases the number of semester credit hours on the number of units required to earn a degree from the institution. It is important to note the University of Maryland does not round transfer credits up or down to the nearest whole number.

Transfer Courses from Non-Accredited Institutions

Transfer courses from non-regionally accredited institutions in the United States will be reviewed on an individual basis at the request of the student. Only transfer courses that have been deemed acceptable for transfer to the University of Maryland (according to University and State policies) will be posted to the students' academic record. Transfer courses from international institutions that are not recognized by the country's Ministry of Education are not accepted for transfer and will not be awarded credit by the University of Maryland.

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APPLICABILITY OF TRANSFER COURSES

The advising college in which the student is enrolled determines which acceptable transfer courses are applicable to the student's degree program. In cases when a student is majoring within more than one advising college, the primary advising college is responsible for determining applicability of transfer courses in collaboration with the secondary advising college.

It is imperative that the advising college makes note of the required semester hours for the degree the student is pursuing. In addition, students should be warned that changing their major could impact the number of transfer credits that may be applied to their degree requirements. If a student changes the degree they are pursuing, the advising college will need to re-evaluate the applicability of the transfer credits and adjust to ensure the most appropriate transfer courses are being applied toward the degree requirements.

Applicability of Transfer Courses (University of Maryland Policy)

The University of Maryland requires a *minimum of 120 semester hours* have been earned to award a baccalaureate degree. In general, the maximum number of transfer credits applicable toward degree requirements at the University of Maryland is as follows:

- No more than **60 transfer credits** may be applied toward degree requirements from a **2-year institution**.
- No more than **90 transfer credits** may be applied toward degree requirements from:
 - a) a **4-year institution or any combination of 4-year institutions**.
 - b) a combination of **2-year institutions, 4-year institutions and prior learning credits**.

Regardless of the total number of semester hours required for a degree program, all candidates for undergraduate degrees from the University of Maryland must complete a minimum of 30 credits in residence at the University.

Applicability of Transfer Courses from a 2-Year Institution (MHEC Policy)

In accordance with MHEC policy *13B.06.01.05*, credit earned in, or transferred from, a community college is limited to $\frac{1}{2}$ the baccalaureate degree program requirement, but may not be more than 70 semester hours. The following examples illustrate the maximum transfer credits that may be applicable toward a student's baccalaureate degree program from a 2-year institution.

- A student majoring in a degree program, which requires **120 semester hours**, may have no more than **60 transfer credits applicable** toward their degree requirements from a **2-year institution**.
- A student majoring in a degree program, which requires **134 semester hours**, may have no more than **67 transfer credits applicable** toward their degree requirements from a **2-year institution**.
- A student completing program requirements for a double degree, which requires **150 semester hours**, may have no more than **70 transfer credits applicable** toward their degree requirements from a **2-year institution**.

NOTE: In the latter two cases, the MHEC policy takes precedence over University policy.

*** Unless otherwise indicated, this document applies to both domestic and international transfer credits.**

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TRANSFER COURSE APPLICABILITY IN PRACTICE

The Office of the Registrar generates a **transfer credit warning reports** three times at the beginning of the semester (prior to the start, during schedule adjustment and after freeze). These reports lists all currently enrolled students within each advising college that exceed the University policy for 60 and 90 applicable transfer credits. It is then the responsibility of the advising college to make appropriate adjustments to each student record to ensure the student is within the allowed applicable totals. This adjustment to the applicable credits is made in the **TRANAPP screen in SIS**. A course in TRANAPP can be marked with “N” for **Not Applicable**. A course is marked as “Not Applicable” when it is determined by the advising college to not be required toward the student’s degree requirements.

The Office of the Registrar also generates three **transfer credit duplication reports** at the beginning of the semester (prior to the start, during schedule adjustment, and after freeze). These reports look for duplicate credit:

- Within the student’s transfer courses
(Transfer Credit Duplicate)
- Between the student’s transfer courses and the historic courses they have completed
(Transfer Credit vs Historic Record)
- Between the student’s transfer courses and the student’s current UMD enrollment
(Transfer Credit vs UMD Enrollment)

The adjustment of credits on the student’s record depends on the type of duplication and whether the transfer credit, or the resident credit, needs to be adjusted on the student’s record.

- **Transfer Credit Duplicate** – This report lists students with duplicate credit within their transfer credits. The TRANAPP screen in SIS is used to make the appropriate adjustments to the student’s record to reduce the duplication of credits. The code of “R” is used for courses that are duplicate credit and the code of “N” is used for courses that are not applicable to the student’s degree requirements.
- **Transfer Credit vs. Historic Record** – This report compares transfer courses on the student’s record to the historic courses they completed at UMD. If the transfer course will be marked as duplicate, this can be done using the TRANAPP screen in SIS. However, if the resident credit needs to be adjusted, a Transcript Discrepancy form must be completed and sent to Records and Registration Services in the Registrar’s Office for processing.
- **Transfer Credit vs. Current UMD Enrollment** – This report compares transfer courses on the student’s record to the student’s current (e.g. 1408) enrollment at UMD. Ideally, the student should be notified and encouraged to drop the duplicate course prior to the end of the schedule adjustment period. Otherwise, if the student remains in the course, the transfer course should be marked as duplicate, this can be done using the TRANAPP screen in SIS. On the rare occasion that the resident credit needs to be adjusted, a Transcript Discrepancy form must be completed and sent to Records and Registration Services in the Registrar’s Office for processing.

The applicability of transfer credits impacts a student’s UG Cumulative Credit (Total Degree Credits). This can impact the student in a variety of ways, including, but not limited to:

- registration appointment
- access to courses that have class standing (e.g. time release) or minimum credits earned limits
- housing assignments
- parking assignments
- financial aid
- international student status
- athletic tickets