

## Instruction Form for Undergraduate Transfer Credit Permission Form

In December 2005 the university policy regarding transfer credit taken after matriculation changed. You are no longer allowed to transfer additional coursework once matriculated at the university. You must use this form to ask for an exception to this policy. Exceptions to the policy may be considered for reasons such as: geographic considerations, lack of availability of required courses, and participation in UMass intercampus registration agreements.

1. Students must complete sections 1,2,3,4,6 of this form.
2. You must attach a catalogue description for each course you plan to take.
3. You must attach a copy of your unofficial UMB transcript (available at the kiosks on campus.)
4. You must include a letter explaining why you need an exception to our policy. (explain why you are not taking the course at UMB.)
5. Please read the instructions below and obtain proper signatures if asking for credit that applies to your major.
6. **All completed packets must be returned to the Registrar's Office, 4<sup>th</sup> floor, Campus Center. Allow 2-4 weeks for the form to be reviewed and authorization to be sent to you before registering for the courses. Courses in one's major may take additional time. Authorization will be sent via email only.**
7. When you complete the courses, forward an official copy of your transcript to the Registrar's Office.

### MAJOR CREDIT:

- If you are planning to take a course that is required for your major you must have the Department Chairperson sign the form.
- The Department Chairperson must determine if the course is equivalent to a UMB course and must indicate the UMB course number on form. Equivalent transfer courses usually fulfill major requirements. By signing the form, the Department Chair is authorizing use of this course to count for major credit.
- If the chair determines there is no UMB equivalent course, but still approves it for major credit, they should indicate none under the equivalency section and sign the form.
- If the course is not approved for major credit, the Registrar's office will consider the course for elective credit.
- Please be aware that the Registrar's Office has final approval on your request.**

### ELECTIVE CREDIT, GENERAL EDUCATION OR PRE-REQUISITE COURSES:

- If you are planning to take transfer courses that you hope to use to fulfill general education courses, elective credit, or pre-requisite courses then you must indicate which purpose on the form. Please return the completed packet to the Registrar's Office for authorization.
- The Registrar's Office will review the request and determine if the course is acceptable for transfer. The student will be notified if the course fulfills their request and if possible, the UMB equivalent course.

### GENERAL TRANSFER CREDIT GUIDELINES:

1. 90 credits total is the maximum allowed to transfer to the University. 70 credit maximum if coming from a 2 year institution.
2. A course will be considered transferable if it is coming from a regionally accredited school and is similar in scope and content to a course offered at UMB.
3. Transfer grades must be C- or better. Some colleges may require a higher grade to count for major credit.
4. Courses not generally transferred include technical, vocational, or skills level courses.
5. Grades for transfer courses are not computed into your UMB GPA or recorded on your transcript.
6. UMB policies about repeated courses include transfer coursework.