



University of Maryland University College

School of Undergraduate Studies

STATEMENT OF TRANSFER OF COMMUNITY COLLEGE CREDIT

University of Maryland University College (UMUC) welcomes students who have received their associate's degree and wish to pursue their bachelor's degree at UMUC. The following guidelines are designed to facilitate student transfer and transition. **These guidelines apply to all regionally accredited two-year institutions (junior or community colleges).** The unit of credit at UMUC is based on the standard term or semester.

TRANSFER OF CREDITS

1. UMUC accepts up to 90 credits from all sources combined toward the bachelor's degree. This is subject to maximum allowances for each type of credit, including but not limited to
 - 70 credits from two-year institutions
 - 60 credits for study completed in military service schools and professional credit, on the basis of American Council on Education (ACE) recommendations on credit
 - 60 credits for ACE-approved innovative learning, including learning evaluated by approved standardized examinations and professional training programs
 - 30 credits for study completed in Military Occupational Specialties (MOSs), portfolio assessment, and/or course-challenge exams combined (with a maximum of 15 credits from portfolio assessment from the community college)
 - 21 credits of coherently related vocational and technical coursework, applicable as elective credit only.
2. UMUC will accept transfer of credits earned from the two-year institution up to a maximum of 70 credits.

3. Subject to the limitations in this statement, all Associate of Arts (AA) and Associate of Science (AS) degrees awarded by the two-year institution will transfer. UMUC will not examine the course components separately to determine whether transferability is appropriate, but all college-level credits (to the maximum of 70) in the completed block of coursework for the AA or AS will be accepted by UMUC.

4. Students should be aware that transferability does not guarantee either that all credits are usable in a specific major or degree, or that courses are equivalents for specific courses required by UMUC. UMUC will apply the transfer credits toward the selected degree as best maximizes their use. Credits will be applied as appropriate toward UMUC's general education and cross-curricular requirements and to requirements for the student's chosen academic major and minor. Remaining transfer credits not applicable to those categories will be used as electives to the maximum possible.

5. Because the Associate of Applied Science ("AAS") degree generally represents the attainment of technical competency in a specified occupational area that may involve the transfer of vocational/technical credit, UMUC cannot assure transfer of all the credits for the AAS. (See limitations on back on acceptance of vocational/technical credit.) However, UMUC will make all reasonable efforts to provide students transferring with the AAS degree with a flexible degree plan.

GENERAL EDUCATION REQUIREMENTS

1. UMUC requires the completion of 41 credits in general education course work for completion of a baccalaureate degree; transfer credits from the two-year institution may be used as appropriate to complete all those requirements, with the exception of the upper-level intensive writing requirement (which cannot be satisfied by a lower-level course).
2. UMUC will, on request, review the appropriate associate's degrees of the two-year institution and compare general education requirements of the two institutions. The comparison may be used to encourage students to take appropriate elective courses and avoid additional lower-level requirements after their transfer to UMUC.

ACADEMIC MAJORS

1. Students who wish to articulate their associate's degree to a UMUC bachelor's degree are responsible for selecting the appropriate courses to fulfill all degree requirements. Requirements for each degree are specified in UMUC's undergraduate catalog and at www.umuc.edu/catalog.

2. UMUC has designed several majors specifically to accommodate transfer credit. Subject to other limitations, including limits on lower-level credit, students will be able to articulate their coursework in these majors, which include

- BS in management studies (associate's degree in business administration, management, accounting, or other business-related field)
- BS in computer studies (associate's degree in computer science or other computing-related field)
- BA in humanities (associate's degree in art history, dance, music, history, humanities, literature, philosophy, theater, or other appropriate humanities-related fields)
- BS in social science (associate's degree in economics, sociology, anthropology, government, political science, criminal justice, gerontology, or behavioral science)

OTHER REQUIREMENTS AND LIMITATIONS ON TRANSFER CREDIT

1. The following limitations apply to acceptance of transfer credit:

- The student transferring must meet UMUC's admission criteria and other applicable policies and procedures.
- Transfer of credit must be in accord with applicable Maryland laws, rules, and regulations.
- No transfer credit is accepted without official transcripts.
- Transfer credit will be granted only for courses in which the student earned a grade of C (2.0) or better.
- Credits earned at other institutions during a period of disciplinary suspension or dismissal from UMUC are not accepted in transfer.
- Courses must not duplicate other courses for which credit has been awarded.
- Credits for remedial or pre-college-level courses are not accepted in transfer. This includes credit for courses in English as a Second Language and intermediate algebra (or lower math).
- Sectarian religious courses may not be accepted in transfer.
- ACE-approved associate and baccalaureate credit in academic areas may transfer and be used to satisfy degree requirements up to the maximum number of credits.

■ Credit classified by ACE as "vocational certificate" level is not accepted in transfer. Associate- or baccalaureate-level vocational and technical credit (from the two-year institution or ACE-approved organizations) may be accepted to a maximum of 21 credits and applied toward a bachelor's degree at UMUC. This vocational/technical credit may be used for elective credit only, not for degree requirements such as general education or major or minor requirements.

2. UMUC accepts credit from other sources awarded by the two-year institution as follows:

- A maximum of 30 credits earned by examination will be accepted for courses that appear on the official transcript with a grade of C or better.
- A student who desires to transfer Advanced Placement ("AP") credit that was awarded at the two-year institution must have a transcript of those scores sent directly to UMUC from the College Board. When those scores have been received, an advisor will determine whether they meet the standards established at UMUC for granting AP credit and how much credit may be awarded.
- Credit for the two-year institution's prior learning program will be accepted up to a maximum of 15 credits, if it is listed on the transcript with a passing grade.
- Third-party credit, including military and ACE-evaluated courses, will be reviewed on a case-by-case basis.

3. A student who has already completed 70 credits may not apply further credit from a junior college or a community college to a degree from UMUC. However, UMUC will allow students who enroll in UMUC before completing the degree from the two-year institution to transfer credits back according with that institution's academic policies and procedures, in order to complete a degree there.

PROMOTION AND MARKETING

UMUC encourages accredited two-year institutions to refer students for transfer and completion of the bachelor's degree. The two-year institution may list UMUC as a possible transfer institution for the bachelor's degree, reproduce this statement, and use it for the information and referral of students. Upon request of the two-year institution, UMUC will formally affirm the applicability of these policies on transfer credit and its review of specific general education coursework. Once affirmed, UMUC and the two-year institution may list each other in print materials and on Web sites as having an articulation statement.

Other materials are available upon request. Any other use of UMUC's name or logo requires UMUC's prior written consent.