

TRANSFER CREDIT POLICIES

All degree or certificate program applicants who transfer to the University of Baltimore receive a formal evaluation of transfer credit from the Office of Transfer Admission and Community College Relations. Transfer credit can only be awarded from an official transcript sent to the University of Baltimore from the institution that originally granted the course credit. This evaluation will be incomplete if the student is still taking coursework elsewhere. A final evaluation is made upon receipt of official transcripts showing grades and credits from the most recent semester and, if appropriate, the posting of receipt of a degree on the final transcript. Since not all transfer credits may be applicable to the specific degree pursued by a student, students are advised to review courses required for their degree in advance of transfer.

Many of the courses students transfer to the University of Baltimore have been equated with UB courses, making the transfer process as seamless as possible. However, transfer courses that have not been through the evaluation process are submitted to faculty subject matter experts for review, the result of which will equate the course with an existing UB course, designate the course as an unspecified elective, or, in rare cases, determine that the course will not transfer.

The following general policies also apply:

- Credit earned and transferred from a two-year college is limited to 63 credits. Students transferring from a two-year college must complete a minimum of an additional 57 credits to be awarded a bachelor's degree except in cases where credits transferred are covered by an active articulation agreement with the two-year college.
- Transfer students who have credits from a four-year college may transfer up to 90 credits but may not have more than 70 credits of 100- to 200-level (freshman-sophomore) coursework. To satisfy graduation requirements, students transferring from a four-year college must complete a minimum of 30 credits at the University of Baltimore.
- Transfer credit is granted if the student has earned the required minimum grade in courses. A grade of D is transferable only if the overall cumulative grade point average is 2.0 or better. Students who earn a D in general-education courses from Maryland public institutions will be able to transfer these credits to fulfill general-education requirements at the University of Baltimore if the sending institution accepts D grades to satisfy general-education requirements. Otherwise, a grade of C- is required for lower-division general-education requirements and a C is required for lower- and upper-division major requirements as well as for upper-division general-education requirements.
- Developmental/remedial or orientation course credit may be transferred to meet qualifications for admission, but such credit is excluded from fulfilling graduation requirements.
- A maximum of 12 semester credit hours in occupational/technical courses completed at a regionally accredited college may be transferred and applied toward degree requirements in the general elective category. (This policy does not apply to radiologic technician, nursing or other occupational/ technical courses covered by other University policies and agreements.)

- Students who wish to appeal a decision regarding the transferability of a course should first contact the Office of Transfer Admission and Community College Relations at 410.837.4777 or admission@ubalt.edu. If a satisfactory resolution cannot be reached, the student may then appeal to the appropriate academic dean or, in the case of a general-education course, the dean of the Yale Gordon College of Arts and Sciences. The third level of appeal is the provost. Appeals regarding transfer credit must be initiated by students within one year of initial enrollment.
- The student transfer policies adopted by the Maryland Higher Education Commission, applicable to all Maryland public post-secondary educational institutions, are listed in the Policies section of this [catalog](#).

Please note:

- Not all transfer credits may be applicable to graduation requirements. All students are required to take the last 30 credits toward the bachelor's degree at the University of Baltimore.
- A maximum of 30 business credits can be used toward a UB arts and sciences or public affairs bachelor's degree.

Transfer Credit and General-Education Requirements

University of Baltimore general-education requirements may be satisfied by transfer courses or by courses taken at the University of Baltimore. Generally, evaluation of applicable transfer credit is done on a course-by-course basis. However, there is flexibility in meeting these requirements under the conditions of and in accordance with the Maryland Higher Education Commission General Education and Student Transfer Policies. (See the Policies section in the back of this [catalog](#).) These conditions are as follows:

- Students who transfer from a Maryland public community college with an A.A. or A.S. degree will automatically fulfill state-mandated general-education requirements at the University of Baltimore. They will be responsible for completing all University of Baltimore general-education requirements in addition to any graduation requirements not already met.
- The general-education credits of students for whom the previous item does not apply will be evaluated on a course-by-course basis in accordance with MHEC student transfer policies.
- Transfer students who need to take placement tests to be eligible to enroll in required lower-level composition and/or mathematics courses must do so by their second registration. After their first semester, they will not be permitted to register for any courses without permission until the required lower-level general-education courses in writing and mathematics have been successfully completed.
- Applicants who hold a Maryland registered nurse or radiologic technician license are eligible to have certain general-education requirements satisfied. These include writing, communication, social science and biological/physical sciences. Students must submit a copy of their license in addition to their official transcripts. In addition, a maximum of 63 credits will be awarded/satisfied for an RN or RT license in combination with community college credits.

ARTSYS and Articulation Agreements

Academic programs at Maryland's community colleges are articulated through the ARTSYS program, available online at <http://artweb.usmd.edu>. ARTSYS is a statewide program that provides detailed course-to-course transfer information, recommended academic plans for transfer and an unofficial transcript audit. By using the system, a student can better plan for transfer to the University of Baltimore.

In some cases, the University of Baltimore has entered into articulation agreements with individual community colleges. The agreements solidify a course of study and may award additional transfer credit. Copies of these agreements are available online or through a transfer counselor at the community college.

Credit by Methods Other Than For-Credit College Instruction (Prior Learning, AP, CLEP, IB, DANTES, Military Credits)

Credit for Prior Learning

The University of Baltimore's College of Public Affairs, Merrick School of Business and Yale Gordon College of Arts and Sciences will consider awarding credit for prior learning through course challenge examinations, portfolios, accredited noncollegiate programs, military training, International Baccalaureate coursework and courses or programs completed at accredited institutions in addition to traditional transferred credits from accredited schools. The Office of the Dean in each school/college will house the lists of contacts and of programs in the school/colleges participating in the prior learning award application and evaluation process. Only courses in the students' major or required coursework in a minor will be considered for prior learning credit review. UB will consider the following as suitable sources for prior learning credit:

- military education and training
- alternative noncollegiate programs
- "massive open online courses" (MOOCs) and other open-source courses.

College Level Examination Program Examinations

Since CLEP tests are most often taken to fulfill lower-division requirements, CLEP scores are acceptable for credit before completion of 90 credit hours. Once the student has begun the last 30 credits of study, CLEP scores are no longer acceptable for credit.

Advanced Placement Examinations

The University of Baltimore will award credit for Advanced Placement scores of 3 or higher. For information regarding general-education equivalencies or lower-level elective equivalencies, visit www.ubalt.edu/admission or contact the Office of Freshman Admission at 410.837.4777 or admission@ubalt.edu. Enrolling students are required to submit official AP scores from the College Board prior to matriculation to receive credit.

International Baccalaureate Examinations

Students who have completed higher-level International Baccalaureate courses or the requirements for an IB diploma in high school and who have successfully completed the corresponding IB examinations may be entitled to credit at the University of Baltimore. Contact the Office of Freshman Admission at 410.837.4777 or admission@ubalt.edu for information. Enrolling students are required to submit official IB scores prior to matriculation to receive credit.

Defense Activity for Nontraditional Education Support

UB awards credit based on scores on the DANES Subject Standardized Tests (DSST) and follows the recommendations of the American Council on Education regarding the amount and type of credit awarded for minimum scores. Those who have training or learning experiences as military personnel and would like additional information should contact the Office of Transfer Admission and Community College Relations at 410.837.4777 or admission@ubalt.edu.