

TRANSFER CREDIT POLICIES

2019-2020 Catalog

All degree or certificate program applicants who transfer to the University of Baltimore receive a formal evaluation of transfer credit from the Office of Records and Registration. 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 have already 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 students from institutions that do not have regional accreditation will be reviewed individually to determine the transferability, if any, of courses taken.
- 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 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 Records and Registration at transfercredit@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 or a graduation requirement, the student should follow the relevant process described in the section below. The third level of appeal for non-General Education/graduation requirement transfer of credit 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 postsecondary 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's General Education and Student Transfer Policies. (See the policies website at ubalt.edu/policies.)

These conditions are as follows:

- Students who transfer from a Maryland public community college with an A.A. or A.S. 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 Maryland Higher Education Commission student transfer policies.
- Transfer students who need to take placement tests to be eligible to enroll in required lower-division 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-division 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 valid license in addition to their official transcripts. In addition, a maximum of 63 credits will be awarded/satisfied for a valid registered nurse or radiologic technician license in combination with community college credits.

GENERAL EDUCATION AND GRADUATION REQUIREMENT TRANSFER CREDIT CHALLENGES

Informal Process

If an undergraduate student believes a course taken at another institution should satisfy a General Education requirement at UB but the UB transfer evaluation did not indicate that the course would meet a General Education requirement, the student may petition the matter informally to the assistant provost for undergraduate studies to discuss the concern. The student should request the meeting in writing (email is acceptable for this purpose) and keep a copy of the meeting request. All meeting requests must be made before the end of the student's first semester at UB; in the case of a student beginning a new program of study, the request must be made within the student's first semester of the new program of study.

Within 14 calendar days of receiving such a request, the assistant provost for undergraduate studies will set a time to consult informally with the student to discuss the student's concerns. Although this consultation will ideally be held in person, it may also take place by telephone or through email correspondence to accommodate both participants. If the student and the assistant provost are able to reach an agreement about how to address the student's concern during or as a result of the informal consultation, the matter will be considered resolved.

If a student requests a meeting but the assistant provost for undergraduate studies does not respond within 14 calendar days, or if the assistant provost is unavailable to consult in person, by phone or by email within that period, the student may proceed with the formal appeal process described below.

Formal Process

If the student's concern about the General Education transfer credit has not been resolved through the informal consultation with the assistant provost for undergraduate studies, the student may present the matter in writing to the chair of the General Education Council of the University Faculty Senate. The council serves as the decision-maker for the request. If a council member has a conflict

of interest with regard to the request, the president of the relevant faculty senate will designate an alternate, unbiased representative.

The student's written submission for appeal will:

- State that the consultation requirements of the informal process have been met.
- State clearly the reasons for requesting the General Education transfer credit approval.
- Contain documents, including a course syllabus and the catalog course description from the granting institution, to provide full details of each course for which General Education transfer credit is requested and was initially denied General Education transfer credit.

Within 30 calendar days after receiving a written request from a student, the council will render a written decision as to whether the transfer credit meets a General Education requirement. In the case of a request arriving during a period when the council is not in session (e.g., summer), the council will render a written decision within 30 calendar days after the first meeting of the next academic term when the council meets.

If an undergraduate student believes a course taken at another institution should satisfy a graduation requirement at UB but the UB transfer evaluation did not indicate that the course would meet a graduation requirement, the student may petition the matter informally to the assistant provost for undergraduate studies to discuss the concern. The student should request the meeting in writing (email is acceptable for this purpose) and keep a copy of the meeting request. All meeting requests must be made before the end of the student's first semester at UB; in the case of a student beginning a new program of study, the request must be made within the student's first semester of the new program of study. The assistant provost for undergraduate studies will consult informally with the student about whether the graduation requirement might be considered to satisfy a graduation, General Education or major requirement and will refer the student to the appropriate person for further action.

If the student's concern about the graduation requirement has not been resolved through informal consultation with the program director, the student may present the matter in writing to the dean of the college or school. The dean or designee serves as the decision-maker for the request.

The student's written submission will:

- State that the consultation requirements of the informal process have been met.
- State clearly the reasons for requesting the graduation requirement transfer credit approval.
- Contain documents, including a course syllabus and the catalog course description from the granting institution, with full details of the course or courses for which graduation requirement transfer credit is requested.

Within 30 calendar days after receiving a written request from a student, the dean will render a written decision on whether the transfer credit meets a graduation requirement.

ARTSYS AND ARTICULATION AGREEMENTS

Academic programs at Maryland's community colleges are articulated through the ARTSYS program, available online at artsys.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, COLLEGE-LEVEL EXAMINATION PROGRAM, IB, DEFENSE ACTIVITY FOR NONTRADITIONAL EDUCATION SUPPORT, 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 programs in the school/colleges participating in the prior learning award application and evaluation process. Only courses in the student's major or required coursework in a minor will not 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 and other open-source courses.

AP Examinations

The University of Baltimore will award credit for AP scores of 3 or higher. For information regarding General Education equivalencies or lower-level elective equivalencies, visit ubalt.edu/admission or contact the Office of 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.

College-Level Examination Program Examination

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.

International Baccalaureate Examinations

UB awards 30 credits and sophomore standing to high school students who complete the full IB diploma. Each applicant's transcript will be reviewed by the Office of Records and Registration to determine how the 30 credits will be applied to the record of the student.

Students who have completed standard- or higher-level IB courses without completing the full diploma and have successfully completed the corresponding IB examinations may be entitled to credit at UB. Students should have official exam scores sent from the [International Baccalaureate Organization](#) to UB. The Office of Records and Registration will review exam scores and determine credits awarded.

Contact the Office of 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 DAN TES Subject Standardized Tests 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 Admission at 410.837.4777 or admission@ubalt.edu.