

Instructions for Undergraduate Transfer Credit Permission Form

As of December 2005, UMass Boston does not accept additional transfer credits once a student has matriculated to the university. Exceptions to this policy will be considered in cases where a student has filed this formal request.

Please include the following in your request (incomplete forms will be returned to the student):

1. A completed Transfer Credit Permission form, with signatures as applicable.
2. Course description(s) for all courses required- **this is waived if the course is listed in the Transferology website (www.transferology.com).**
3. A reason explaining why you are requesting an exception to the transfer policy, addressing why you will not be able to complete the course(s) at UMass Boston.
4. Department approval is required for courses to satisfy your major or minor requirements. Departments might require copies of course descriptions or syllabus to review your request.

The Registrar's Office will review the request and determine if the course is acceptable for transfer. You will be notified if the course fulfills your request and, if possible, the UMB equivalent course. The following reasons are taken into account during the review:

- Geographic considerations
- Lack of availability of required course
- Participation in UMass intercampus registration agreements

Please note: Cost is not a valid reason for taking a course off campus.

Summer Session courses will not be approved if the course is being taught in person or online at UMB.

General Transfer Credit Guidelines:

- 90 credits total is the maximum allowed to transfer to UMB; 70 credits maximum if coming from a two year institution.
- Courses not generally transferred include technical, vocational, or skills level courses.
- Transfer grades must be C- or better. Some colleges may require a higher grade to count for major credit. Courses taken Pass/Fail or satisfactory/unsatisfactory basis are not transferable.
- Grades for transfer courses are not computed into your UMB GPA or recorded on your transcript.
- UMB policies about repeated courses include transfer coursework.
- **You may not repeat a class off campus if you have completed it and received credit for the class at UMB.**
- You may not take classes off campus that are out of the appropriate sequencing of classes. (ex: taking Span 101 after completing Span 102 at UMB).
- You can review current course equivalencies at www.transferology.com.

All completed packets must be submitted by E-mail: External.Credit@umb.edu

Please wait until you receive approval before registering for any classes off campus. Approval can take between 1-2 weeks for a US based school, and longer for an international school (2-4 weeks).

AUTHORIZATION WILL BE SENT VIA EMAIL ONLY. PLEASE MAKE SURE YOUR EMAIL IS CLEARLY PRINTED ON THE FORM. Please be aware that the Registrar's Office has final approval on your request.



Undergraduate Transfer Credit Permission Form

▶▶▶ Please read the instructions on the reverse side before completing this form. ◀◀◀

Completed form should be submitted by E-mail to: External.Credit@umb.edu

Please print clearly. Notification is sent via email.

Name: _____

ID #: _____ Major: _____

Email: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

1. Where do you plan to take the course? **One form per school**

2. When will you take the course(s)? (Semester & Year) _____
3. Are any courses for your major/minor?
If yes, dept approval required. Yes No
4. Do you need Financial Aid for these courses? Yes No
5. I am participating in National Student Exchange: if checked, submit to NSE Coordinator for approval: _____

Please explain the reason you are not able to complete the course at UMass Boston. See instructions on reverse for valid reasons.

Please provide the other school's course information below				To be Completed by Registrar Evaluator			* Department approval required if a course is to count toward your major/minor requirement.			
Subject (Math)	Course # (101)	Course Title (Intro to Math)	# of Credits	Dept/Course @ UMB	Eval. Eqv. & GEN Ed	Appr'd Y / N	Fulfills Requirement:		UMB EQUV	Dept Official Signature
							Major	College		

My signature below indicates that I have read and understand the transfer credit instructions and policy.

Student Signature: _____

Date: ____ / ____ / ____

Registrar Office Use Only: Approved Denied

Notes:

Registrar Signature: _____ Date: ____ / ____ / ____

