PERMISSION TO ENROLL IN ANOTHER INSTITUTION

UNIVERSITY OF MARYLAND
COLLEGE PARK, MD 20742-5231
OFFICE OF THE REGISTRAR

LAST NAME | FIRST | M.I. | UID

UM MAJOR | COLLEGE

NAME AND ADDRESS OF INSTITUTION WHERE COURSEWORK IS TO BE DONE:

WHEN COURSEWORK IS TO BE DONE—SEMESTER/YEAR:

WILL THESE COURSES BE IN YOUR FINAL THIRTY CREDITS?

❒ YES ❒ NO

APPLICABILITY CODES
(For Evaluator's Use)

F – FUNDAMENTAL STUDIES
D – DISTRIBUTIVE STUDIES
A – ADVANCED STUDIES
M – MAJOR REQUIREMENT
C – COLLEGE REQUIREMENT
E – ELECTIVE
NT – NOT TRANSFERABLE

FOR OFFICIAL USE ONLY—STUDENT DOES NOT COMPLETE

COURSE PREFIX	COURSE NUMBER	COURSE TITLE	CREDIT	UM EQUIVALENT COURSE NO. AND PREFIX	COMPARABLE DEPARTMENT AT UM–SIGNATURE AND STAMP	COLLEGE DEPARTMENT–EVALUATOR'S STAMP AND SIGNATURE	REPEAT COURSE		APPLICABILITY CODE (See above)	COURSE NO. LEVEL	
							Y	N		LOWER	UPPER

INSTRUCTIONS:

- Student must obtain **APPROVAL** from the following:
  1. The College Park department offering comparable subject (not necessary for elective). Signature and stamp constitutes approval.
  2. The academic major departmental advisor or College advisor. Applicability code, signature and stamp constitutes approval.
  3. Department Chair's and College Dean's signature and date.
- Please attach course description(s) for requested courses from other institution.
- Any lapse in enrollment at the University of Maryland for one or more regular semesters, or a withdrawal during the the last period of attendance, requires that application be made for readmission to the University before any subsequent registration.
- **It is the student's responsibility to request that an OFFICIAL transcript be sent to: University of Maryland, Office of the Registrar, College Park, MD 20742-5235.**

NOTE:

- Credit hours for courses taken at other institutions, **INCLUDING OTHER UNIVERSITY OF MARYLAND SYSTEM INSTITUTIONS** may transfer, but grades and quality points will not appear on the UM transcript and will not affect the UM G.P.A. Credits earned will be added to the 'credit level' in determining the academic levels defined by the Requirements for Satisfactory Academic Progress.
- Grades earned must be 'C' (2.0 on a 4.0 scale) or better for transfer. 'D' grades are transferable from public institutions in the Maryland State System except when the student's academic program requires a minimum grade of 'C.'
- Students must take their final 30 (thirty) credits prior to graduation at the College Park campus.
- The course ID (course prefix/number) listed on the official institutional transcript must match exactly with the course ID in the UMD database for transfer credit to be awarded. Courses that are not in the database will need to be evaluated for acceptability/applicability upon receipt of the transcript.
- Courses taken at a community college are transferred as LOWER LEVEL CREDIT. Course level is determined by the course numbering system at the institution where course is taken.
- Only credits from regionally accredited institutions are transferrable.
- To determine course equivalency, please check the Transfer Credit Center website at: www.tce.umd.edu.

I understand the conditions under which the permission is granted.

Student's Signature _____ Date _____

TO THE RECEIVING INSTITUTION:

THIS FORM, WHEN PROPERLY SIGNED BY THE DEAN, IS VERIFICATION THAT THE STUDENT IS IN GOOD ACADEMIC STANDING AT THE UNIVERSITY OF MARYLAND COLLEGE PARK CAMPUS.

_____
Department Chair's Signature & Date
(if applicable)

_____
Dean's Signature & Date

WHITE: STUDENT
YELLOW: RECEIVING INSTITUTION
PINK: COLLEGE
BLUE: DEPARTMENT

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