

Undergraduate Transfer Credit Guidelines

For all admitted transfer applicants, the Office of the University Registrar will review official transcripts from each previously attended collegiate institution to determine what credits may be eligible for transfer to AU. Credits are eligible for review by the transfer articulation team if they were earned through courses taken at a regionally accredited two- or four-year institution or an international institution that is accredited by the country's Ministry of Education.

Transfer Credit Eligibility

The Office of the University Registrar will review official transcripts from each previously attended collegiate institution to determine which credits may be eligible for transfer to AU.

Students may transfer a cumulative total of 60 credits from any combination of the following:

- a maximum of 60 credits from an approved four-year or two-year institution;
- a maximum of 30 credits from one or a combination of Advanced Placement (AP), International Baccalaureate, College Level Examination Practice (CLEP), or another AU approved test; Students should review the University's policy for credit by exam;
- a maximum of 30 credits for a combination of relevant work completed satisfactorily from the following categories:
 - College-level Armed Services school courses
 - US Armed Forces institute (correspondence or extension courses completed with a grade of 70 or better)
 - Eligible Military Occupation Services (MOS) credit (to be evaluated separately for academic credit).

Students are encouraged to submit all final official transcripts and exam scores to the Office of Admissions prior to the start of their first semester as this may have an impact on registration assignments.

AU accepts transfer credit from institutions accredited by the following accreditation bodies:

- Higher Learning Commission (HLC)



- Middle States Commission on Higher Education (MSCHE)
- New England Association of Schools and Colleges, Commission on Institutions of Higher Education (NEASC-CIHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools, Commission on Colleges (SACS-COC)
- Western Association of Schools and Colleges, Senior College and University Commission (WASC-SCUC)
- Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges (WASC-AACCJC)

Non-transferable courses do not meet the requirements for transfer. Common examples of non-transferable courses are listed below:

- Internships, Externships, Independent Study, and Independent Research courses
- English as a Second Language (ESL) courses
- Non-academic orientation courses and non-academic first-year experience/seminar courses
- Co-Op courses
- Capstone courses
- Workforce courses (technical/vocational courses)
- Remedial courses

Practica/Service-Learning Courses are evaluated on a case-by-case basis for eligibility to transfer. Practica/Service-Learning courses are evaluated like all other transfer courses. Students should provide a detailed syllabus for practicum/service-learning courses for faculty review.

Credit Equivalency

AU Equivalent Credit means that a course taken at another institution has an equivalent at American University. *Equivalency* is defined as meeting the same standards as an AU course, as determined by individual teaching units (schools, colleges and/or departments within the University) based upon similar scope, content, rigor, learning outcomes and “seat time” (credit hours).

Once courses have been evaluated for equivalency, the student's assigned academic advisor will advise on the course's applicability towards a degree program.

Transfer credit may be applied to specific degree program requirements at the academic unit's discretion. If a student changes to a different program, the application of transfer credit to specific degree requirements may change and could possibly result in a change to the student's class standing. Note that this may affect financial awards. For any questions about how transfer credits may apply towards financial aid eligibility, students are advised to contact the Office of Financial Ai.

General Elective Credit means that a course taken at another institution does not have a direct equivalent and does not fall within a specific subject at AU. General elective credit counts as a "free" elective towards the 120 credits needed to complete an undergraduate degree. General elective courses may be applied to specific degree program requirements at the academic unit's discretion.

Subject-Level Credit means that a course taken at another institution does not have a direct course equivalent but fits within a specific subject at AU and an AU course level. For example, ARTH-1** is subject-level credit through the Art History department at the 100 (lower) level.

- Subject Level Credit counts toward the 120 credits needed to complete an undergraduate degree
- The course level articulation aligns with American University's definition of course levels
- Any courses at the 100 or 200 level are considered "lower level" undergraduate courses and are articulated as 1** and 2** respectively; any courses at the 300 or 400 level (3** or 4**) are considered "upper level" undergraduate courses, and any courses at the 500 level (5**) are considered advanced standing/graduate level courses
- External courses may not be equivalent to AU Special Topics courses (course offerings with subject matter and content that varies within specific sections) and will be evaluated as subject level credit

Quarter/Trimester Transfer credits

Courses from an institution using the quarter-credit system will be converted to AU's semester-credit system. External quarter-credit courses will receive .67 semester credit for each 1.0 quarter credit. For



example, a 4-credit external course would be equivalent to 2.68 AU credits; a 5 credit course would be equivalent to 3.35 AU credits.

External Quarter-Credit Course	AU Semester Credit
1	.67
2	1.34
3	2.01
4	2.68
5	3.35
6	4.02

AU Core Requirements

Transfer students are required to meet [AU Core requirements](#) which include: AU Experience I & II, Complex Problems, Quantitative Literacy I & II, Written Communication and Information Literacy I & II, Habits of Mind, Diversity and Equity, and Capstone. Students should refer to the [Academic Rules and Regulations 8.2-8.12](#) to learn more about university-wide requirements.

AU Core Integrative Course Articulations

Transfer credit may be used to satisfy the following courses: Written Communication and Information Literacy II, Quantitative Literacy II, Diversity and Equity, and Capstone. All AU Core Integrative courses are eligible for transfer to AU through a two-step review process:

- Step 1 – The transfer course is sent to individual teaching units (schools, colleges, departments, and/or programs within the University) for review. If through this process faculty articulate the external course to any AU Integrative course, a syllabus is requested from the student (if one has not already been requested/received)
- Step 2 – The syllabus is sent to faculty on the AU Core Committee where a more in-depth review takes place. This includes examining the scope, content, learning outcomes, rigor, and number of credit hours of each course

If the AU Core determines that the external course meets the requirements of an Integrative course, the AU Equivalent will be added to the student record. If not, the “trailing X” version will be added, which students can use to complete major, minor, certificate, and pre-requisite requirements.

For more information on “trailing X” courses, students should visit the [Transfer Articulation Database](#) and select the “Equivalent” dropdown.



Permit to Study Transfer Credit for Current Students

Once a student has matriculated, AU only accepts transfer work approved in advance by the Academic Unit through a Permit to Study ([academic regulation 7.1-7.3](#)). Students must satisfy all requirements of the Permit to Study process including advance approval for specific courses and a maximum number of credits. After students have matriculated at American University, no credit toward AU Core may be earned through transfer credit or Permits to Study.

Transfer of Foreign Language Courses

Students who wish to transfer foreign language courses from previous institutions must follow the guidelines established by the Department of World Languages and Cultures (WLC) in the College of Arts and Sciences.

Foreign language courses from previous institutions are initially entered on a student's record with the articulation for general elective credit. If a transfer student wishes to apply the course towards a degree language requirement or wishes to receive AU equivalent or subject-level credit, the student must take the appropriate validation exam and send the results to the WLC Program Advisor at wlcprogramadvisor@american.edu for review.

Once the student has taken the validation exam and submits their results to the WLC Program Advisor, the Office of the University Registrar is notified via their AU email of the appropriate foreign language placement. This dictates which course equivalency will be added to a student's individual record.

Please visit the WLC website for more information:

<http://www.american.edu/cas/wlc/placement.cfm>

Course Equivalency Petition

Students who believe they have not been awarded credit for an academic course from another college or university, or who believe that a course has been incorrectly evaluated, may petition for a reevaluation. Students must submit a statement, as well as other supporting documents, to their academic advisor to initiate a petition for a re-evaluation of the course equivalency. The faculty will receive the petition and consider the new documentation.



Readmits

Per the [Academic Regulations](#), readmission applications are evaluated based on the total record of the student and consistent with the admission practices in effect at the time of application. A readmitted student is governed by the academic requirements in effect at the time of readmission.

Original Admission Term:	Condition:	Outcome:
Prior to Fall 2018	Student has completed 0-59 credit hours	Must complete the AU Core*
Prior to Fall 2018	Student has completed 60+ credit hours.	Must complete any remaining Gen Ed courses
Fall 2018 and beyond	Student attempted any number of credits hours.	Must complete the AU Core*

*Courses that satisfy AU Core requirements, which were taken by a student in residence at AU prior to readmission may be used to satisfy degree requirements.