Undergraduate Transfer Credit Policy

Students who wish to be considered for transfer admission to American University (AU) must be in good academic and social standing at the school previously attended. All applicants with a cumulative grade point average of at least 2.00 on a 4.00 scale from all regionally accredited institutions will be considered.

The Office of Admissions 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 transfer if they were earned through courses taken at an AG-rated, regionally accredited institution. Courses are considered equivalent to AU courses when faculty determine the transferred course is similar in content and scope to a course at AU.

Credit Equivalency
Credit that is transferrable to AU under the guidelines listed above will be evaluated for equivalency to AU courses. Faculty from individual teaching units (schools, colleges and/or departments within the University) will determine how transferrable credit will apply to specific degree programs.

External Special Topics courses will receive subject level elective credit. External courses may not be equivalent to AU Special topics courses. Independent Study transfer courses will not receive transfer credit.

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 in the student’s undergraduate class standing. Note that this may affect financial awards.

_AU Equivalent Credit_ means that the course taken at another institution has an equivalent at American University.

_Equivalency_ is defined as meeting the same standards as an AU course, including similar scope, content, rigor, and “seat time” (credit hours). If the equivalent AU course is considered to be part of the General Education program, the transfer course may also be applied to the General Education requirement.

_Elective Credit_ means that the course taken at another institution does not have an equivalent at American University; however, the course may count as elective credit, either in the subject or as a university “free” elective. The transfer course may not be used to satisfy a General Education requirement, and each academic unit may decide if and how the elective course may be applied toward the program of study.

_Elective General Education Credit_ means that the course taken at another institution does not have an equivalent at American University, will count as elective credit, and satisfies a General Education requirement.

**Maximum Credits**
Students may transfer a cumulative total of 60 credits from the following:
1) a maximum of 60 credits from an approved four-year or two-year institution;
2) a maximum of 30 credits from one or a combination of Advanced Placement (AP), International Baccalaureate, CLEP subject examinations, or other AU approved test credit;
3) a maximum of 30 credits for a combination of relevant work completed satisfactorily in college-level armed Services School courses, or US armed Forces institute correspondence or extension courses, completed with a grade of 70 or better, as recommended at the baccalaureate level by the American Council on Education and which is appropriate for academic credit as determined by the Admissions Office after consultation with the appropriate academic unit. Military Occupation Services (MOS) credit may be evaluated separately for academic credit;
4) Students will not be able to register for a second semester at AU until all final official transcripts have been sent to the AU Office of Admissions from previously attended institutions.

**Minimum Grade Requirements**
Courses eligible for transfer upon matriculation to AU must have a recorded grade of C or above. Courses with a grade of “P” or Pass are eligible for transfer, providing that the grade of “P” is the equivalent of a C or above. Only credit for courses taken at another institution are recorded on the AU transcript and will count toward the total number of credits needed for graduation if the grade is a 2.0 or above on a 4.0 scale. Grades for transfer courses are not computed in the cumulative grade point average. Courses taken on the quarter system will receive the standard .67 credit per credit-hour of study (i.e., a 3 credit course at a quarter school will merit 2 credits here). Transfer courses must have the same number of credit hours as an AU course in order to be considered “equivalent”. Credit for remedial courses and
internship/externship are not eligible for transfer to AU. Technical or vocational credits, credits may not be eligible for transfer to AU.

Mathematics and Writing Requirements
Transfer students are required to meet AU’s Mathematics and Writing Requirements. Transfer courses equivalent to Math-221 or higher may be used to satisfy AU’s mathematics requirement, providing that the course was completed with a grade of B or better at an AG-rated collegiate institution. Transfer students may also satisfy the mathematics requirement with a score of 4 or 5 on the AP Calculus AB, AP Calculus BC, or AP Statistics exam; or a score of at least 650 on the SAT II Mathematics Level II Subject Test; or at least a 75 on the CLEP Calculus exam; or an A or B on the British A-Level mathematics exam; or a 6 or higher on the International Baccalaureate higher-level mathematics exam.

AU’s college writing requirement may be satisfied by transferring six credit hours of acceptable English composition courses from another college with a score of C or better, and also passing AU's English competency Examination. This requirement may also be satisfied through a combination of transferring three credit hours of an acceptable English composition course with a grade of C or better, and passing a Literature course at AU with a C or better, within the first 30 credits in residence at AU. This requirement may also be met if students received a score of 4 or 5 on the AP English Language and Composition exam, or a score of 5 or higher on the Higher Level International Baccalaureate Examination, and completes a Literature course at AU with a grade of C or better, within the first 30 credits in residence at AU.
Post Matriculation Transfer Credit

Once a student has matriculated, AU only accepts transfer work approved in advance by the Academic Unit via the Permit to Student process. Students must satisfy all requirements of the Permit to Study process including advance approval for specific courses and a maximum number of credits. General Education credit and University Mathematics and Writing credit may not be earned after matriculation to AU through the Permit to Study process.

Transfer Credit by Exam

Transfer students may earn transfer credit by exam. All scores must be sent by the testing agency directly to American University. Credit will be given in accordance with the guidelines AU stipulates for all admitted students. Credit will be applied towards a student’s program of study at the academic unit’s discretion.

All exam scores must be received by the AU Office of Admissions no later than the end of the first enrolled term.

Students should review the University’s policies for credit by exam:
http://www.american.edu/admissions/examcredit.cfm#AP

Students whose exam scores articulate as credit for one or more courses in the General Education Program may apply up to four (4) credit-by-exam courses to their General Education requirement. Additional courses may still be applied toward the major or minor, or as elective credit.
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).

Please visit the WLC website for more information:
http://www.american.edu/cas/wlc/placement.cfm

Transfer of Mathematics Courses
Courses below the Pre-Calculus level will not receive transfer credit. Please see the AU Academic Regulations for more information:
http://www.american.edu/provost/undergrad/undergrad-rules-and-regulations.cfm#8.3

Articulation Appeal
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 articulated, may submit a formal appeal in writing to the Office of the Vice Provost for Undergraduate Studies. Students should meet with their academic advisor to discuss the appeal, and if appropriate, the advisor will email the student a link to the appeal form.