



Transferring Credit to AU from Two-Year Institutions

Transfer Credit Guidelines

Transfer Articulation – How the process works

Preparing for Transfer – How will your courses
count for credit at AU?

Transfer Credit Guidelines

AU Accepts:

- ✓ Courses from AG-rated, regionally accredited institution with:
 - ✓ Academic content
 - ✓ A grade of C or higher (If Pass/Fail, “P” must be equivalent to C or higher)
 - ✓ Courses that are not remedial/technical/vocational (ex. College Algebra = No AU Credit)
- ✓ Military coursework (if academic)
- ✓ A cumulative total of 75 credit hours
 - Maximum of 30 credits from Test credit (AP/IB/CLEP)
 - Maximum of 30 credits from Military academic coursework
- ✓ Quarter-credits = .67 per credit hour
 - Ex. 3 quarter-credits = 2.01 AU credits

Review the Transfer Credit Policy:

<http://www.american.edu/admissions/transfer/creditguidelines.cfm>

Transfer Credit Guidelines - Terminology

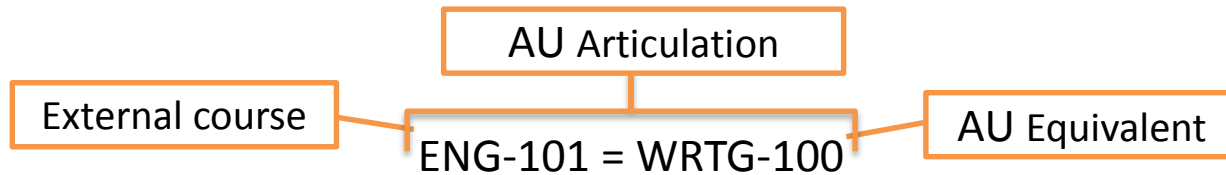
- **External** course = course from the transfer institution
- **Articulation** = how the external course will count for credit at AU.
- **Equivalent** = the external course is the same as an AU course.
- **Elective** = the external course will receive elective credit at AU, either subject elective or general.

Some Basic Guidelines:

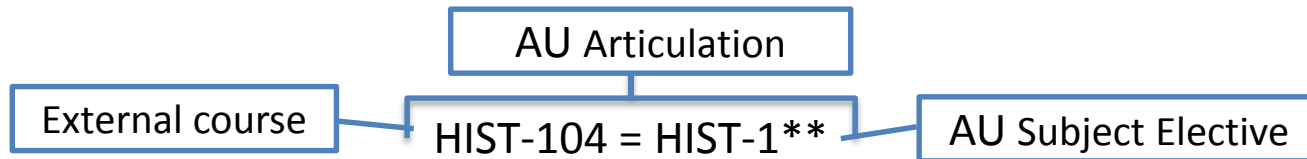
- External Special Topics courses will receive AU subject level elective credit
 - Ex. “Topics in American History” = HIST-1**
- External courses cannot be equivalent to AU Special Topics courses
 - Ex. An external course cannot = “Special Topics in American History”
- Independent Study will not receive AU credit
- Foreign Language courses default as elective credit - ELEC
 - Students take proficiency exam to determine articulation – see [World Languages and Cultures Policy](#)

Transfer Credit Guidelines – Example Articulations

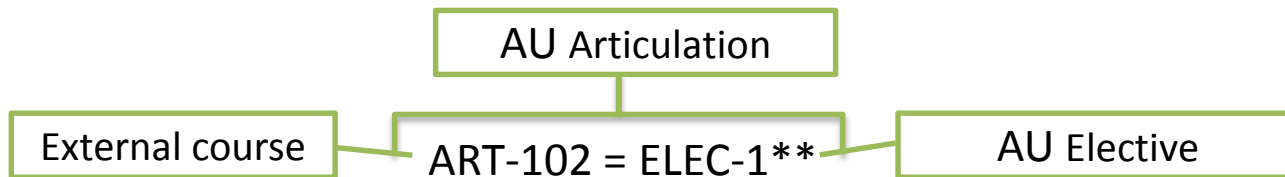
3 courses from Institution X Course: ENG-101, HIST-104, and ART-102



ENG-101 is articulated as an AU equivalent

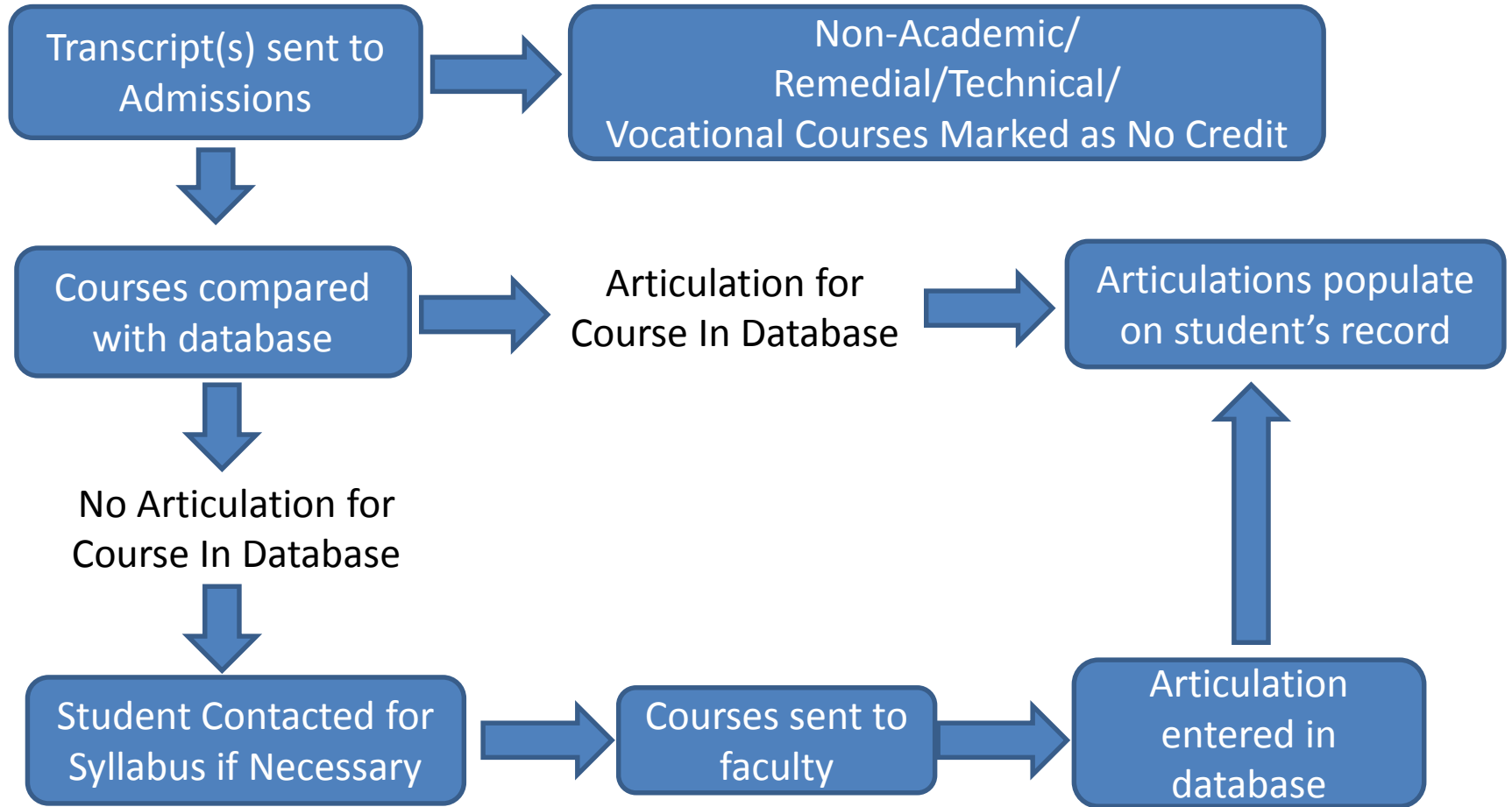


HIST-104 is articulated as a subject elective (History) at the 100 level



ART-102 is articulated as a general elective (ELEC) at the 100 level

Transfer Articulation Process



Preparing for Transfer

- 1) Make a list of courses you have taken and courses you wish to take at your current institution
 - Write down each course prefix, title, and credits

Prefix	Title	Credits
LIT-101	Writing 1	3
HIST-102	American Revolution	3
BIO-102	Biology I with lab	4
MAT-101	Calculus 1	4

- 2) Review AU's University Requirements and General Education Program
 - [College Writing Requirement](#)
 - [Mathematics Requirement](#)
 - [General Education Program](#)
- 3) Review curriculum for [intended major and minor](#)
- 4) Compare external courses with the [AU Articulation Database](#)

*your goal is to identify if your external courses are equivalent to courses which fulfill the AU College Writing and Mathematics requirements, as well as courses in the 5 areas of the General Education program

Transfer Articulation Database

<http://www.american.edu/provost/registrar/transfer/index.cfm>

› Transfer Articulation Equivalency

Office of the Registrar: [Home](#) › Transfer Articulation Equivalency

› Welcome to the American University Transfer Articulation Equivalency Site

- This site is designed to provide a tool to prospective students who wish to understand how courses from a two year institution may equate to courses offered by American University (AU).
 - Please note: only two year institutions are available on this site.
- The database includes previously evaluated transfer courses to AU. We are constantly updating course equivalency data and you may need to provide a syllabus for a course.
- The articulation database does not display upper division external courses (i.e. courses at or above the 300 level). If an external course is a lower division course (i.e. a course at the 100 or 200 level) and it does not appear, then it has not yet been considered for articulation.
- Courses that are articulated to 'ELEC' represent elective credit. ELEC articulations may be used toward elective credit in an undergraduate degree program at American University.
- For more information about AU's transfer credit guidelines, please use the following link: [Transfer Credit Guidelines](#)

Select Institution Name:

If your course is not listed, it is possible we have not yet reviewed it for transfer credit. Send an email to transferarticulation@american.edu and request that the course be reviewed. Be sure to attach the syllabus to your email.

Transfer Course Comparison

This is how you set up your spreadsheet: the external course prefix, title, and credits on one side, then enter the AU course prefix, title, and credits on the right side

*Note: this is an example and does not reflect actual course articulations

WRTG-101 is a requirement for the AU College Writing Requirement – so make a note that LIT-101 will count towards that requirement

WWH-120 means the external course articulation is a subject elective (History) that meets the spirit of a GenEd in Area 2 - make a note that HIST-102 will count towards the Area 2 requirement

CC Course Prefix	CC Course Title	CC Credits	AU Course Prefix	AU Course Title	AU Credits
LIT-101	Writing 1	3	WRTG-101	College Writing Seminar	3
HIST-102	American Revolution	3	WWH-120	Gen Ed FA2 History	3
BIO-102	Biology I with lab	4	BIO-100	Great Experiments in Bio	4
MAT-101	Calculus 1	4	MATH-221	Calculus 1	4

BIO-100 is a course for the Area 5 lab requirement of the General Education program – make a note that BIO-102 will count towards the Area 5 Lab requirement

MATH-221 fulfills the AU Mathematics Requirement (as long as you have a B or higher) – make a note that MAT-101 will count towards that requirement

Planning for Courses at AU

Based on your comparison of how external courses will articulate at AU, you can see what still needs to be completed either before you transfer or once you matriculate at AU (for Writing, Math, and GenEd only – does not show major/minor requirements)

Using the example from the previous slide, the courses circled in red have not been fulfilled:

College Writing
✓ WRTG-100
<input type="checkbox"/> WRTG-101

Mathematics Req.
✓ MATH-221

Area 1
<input type="checkbox"/> Course 1
<input type="checkbox"/> Course 2

Area 2
✓ WWH-120
<input type="checkbox"/> Course 2

Area 3
<input type="checkbox"/> Course 1
<input type="checkbox"/> Course 2

Area 4
<input type="checkbox"/> Course 1
<input type="checkbox"/> Course 2

Area 5
<input type="checkbox"/> Course 1 – non-lab
✓ BIO-100 - lab

Perform this same analysis with courses required for your major/minor