



AMERICAN UNIVERSITY
WASHINGTON, D.C.

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 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 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).

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.

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



Registrar's 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 may not be eligible for transfer to AU.

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 the Capstone. Students should refer to the [Academic Rules and Regulations](#) to learn more about university-wide requirements.



Written Communication and Literacy I

Transfer students may satisfy the Written Communication and Literacy I requirement by presenting 6 credit hours of articulated composition credit from another institution or presenting 3 credit hours of coursework articulated as composition credit from another regionally accredited two- or four-year institution and completing WRTG-101 or WRTG-103 with a grade of “C” or better. Transfer students may also satisfy the Written Communication and Literacy I requirement by receiving [advanced credit](#) for specific exams published annually by the Office of Admissions and earning a grade of “C” or better in the 3-credit hour WRTG-106.

Quantitative Literacy I

To satisfy the Quantitative Literacy I requirement, transfer students may present a 3-credit hour course articulated as equivalent to a Quantitative Literacy I course from a regionally accredited two- or four-year institution.

Habits of Mind Requirements

Transfer courses may be used to satisfy some of the Habits of Mind course requirements based on the number of credits being transferred. Students who transfer 0-14 credit hours must satisfy all five Habits of Mind courses; those who transfer 15-29 credit hours must take courses from four Habits of Mind; those who transfer 30-44 credit hours must take courses from three Habits of Mind; those who transfer 45-59 credits must take courses from two Habits of Mind; those who transfer 60 credits must take one Habits of Mind course. Transfer students who hold an associate’s degree from a regionally accredited institution will satisfy all Habits of Mind course requirements.



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Written Communication and Information Literacy II, Quantitative Literacy II, Diversity and Equity, and Capstone

Transfer credit may be used to satisfy the Written Communication and Information Literacy II, Quantitative Literacy II, Diversity and Equity, and Capstone requirements if faculty determine the transfer course is equivalent to an AU course appropriately designated by the Office of the University Registrar.

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. After students have matriculated at American University, no credit toward university-wide requirements may be earned through transfer credit or Permits to Study.

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:



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<https://www.american.edu/admissions/exam-credit.cfm>

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>

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 an appeal in writing. 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.