



Transfer of College Credit Policies

General Policy

Ave Maria University grants transfer credit for coursework completed at other institutions of higher education on a discretionary basis. A course-by-course evaluation is requested by the Office of Admissions when a transfer applicant submits official college or university transcripts, and the Office of the Registrar performs the actual evaluation and notifies the student of its completion. Undergraduate courses will be considered eligible for transfer if a grade of “C” or better was earned (on a 4.0 scale). The home institution must be accredited by one of the regional accreditation agencies or as approved by some other institutional review process. Graduate courses will only be considered eligible for transfer if a grade of “B-” or higher was earned (on a 4.0 scale). Additionally, the course must have an appropriate academic basis at the collegiate level. Credits from approved courses will transfer to Ave Maria University; the grades earned at other institutions, however, will not be calculated into a student’s Ave Maria University cumulative grade point average (CGPA).

Undergraduate students must earn a minimum of 32 credit hours at Ave Maria University to receive a degree from the institution; students wishing to graduate with honors (*cum laude*, *magna cum laude*, *summa cum laude*) must take a minimum of 64 total credit hours, which includes a minimum 16 credit hours in the student’s declared major, at Ave Maria University and satisfy the CGPA requirements for this distinction. Graduate Students must earn a minimum of 24 credit hours at Ave Maria University to receive a degree from the institution.

Evaluation and Equivalency

The Office of the Registrar will review all courses listed on a transfer undergraduate student’s transcript for transferability. A course that is deemed equivalent to an existing Ave Maria University course will transfer and fulfill the requirement. A course that is deemed appropriately academic, but does not match an existing Ave Maria University course, typically transfers as a general elective. Any major discipline-related course may be sent to the Department Chair for further review before any credit is awarded. When the existing course descriptions are insufficient to make an equivalency determination, the Office of the Registrar will request that course syllabi be provided.

Ave Maria University must evaluate transfer credits according to the written policies in the University catalog. The evaluation process of other institutions does not affect the evaluation process of Ave Maria University and evaluation decisions of other institutions will not be utilized.

Credits Granted for Transfer and Dual-Enroll College Credits

Semester credit hours transfer exactly as shown on the transcript of the institution where the course was completed. Thus, a 3-credit semester course at another university will transfer as 3-credits to Ave Maria University.



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Transfer Equivalency for Courses in the Core Curriculum

RETP 101: Rhetoric and Poetics I

- Literature courses covering primary texts from the Ancient through Medieval period with a strong compositional instruction component (at least three formal writing assignments). OR a rhetoric and composition course that surveys primary literary texts from the Ancient through Medieval period. OR some combination of courses that cover these elements.

RETP 102: Rhetoric and Poetics II

- Literary traditions courses covering primary texts from the Renaissance through the Contemporary period *with* a strong compositional instruction component (at least three formal writing assignments). OR a rhetoric and composition course that surveys primary literary texts from the Renaissance through the Contemporary period. OR some combination of courses that cover these elements.

HIST 101: Western Civilization I

- European or Western Civilization history courses with a large primary source component that cover the beginnings of Western Civilization to the early modern period

HIST 102: Western Civilization II

- European or Western Civilization history courses with a large primary source component that cover the early modern period through the twentieth century

Mathematics

- Remedial courses will not be accepted for credit. The following courses will usually transfer to fulfill the core requirement in mathematics:
- College Algebra: MATH 110
- Pre-Calculus/Functions: MATH 150
- Calculus I: MATH 151
- Calculus II: MATH 152
- Intermediate Algebra: Core Math Requirement. Intermediate Algebra fulfills the core math requirement at AMU for any major that does not require Math 110, Math 150 or Math 151

POLT 203: American Civilization

- American History/Civilization, from colonization to present day. At most colleges, this content is covered in two courses, American History, colonial-1877 and 1877-present. Students must complete the full sequence to fulfill the core requirement.



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Foreign Language

Students with two or more years of high school language instruction are encouraged to take the Language Placement Exam for appropriate placement. Students may choose between one semester of a language (at the Elementary Level) and two sciences with laboratory, or two semesters of a language (Elementary and Intermediate Level) and one science with laboratory.

Please note that successfully passing the language placement exam will satisfy the language course requirement(s). However, the credits that would have been earned by taking a language will need to be fulfilled with other coursework in the form of general electives. Students may also test out of the Elementary Level of a language and into the Intermediate Level. In such cases, the student may opt to complete either the intermediate language and one science with laboratory or test out of the language requirement and complete two sciences with laboratory.

Natural Science

Students may choose between one semester of a language (at the Elementary Level) and two sciences with laboratory, *or* two semesters of a language (Elementary and Intermediate Level) and one science with laboratory.

The following courses will transfer to fulfill the Natural Science requirement:

- Introduction to Biology/General Biology I and II
- Introduction to Chemistry/General Chemistry I and II
- Introduction to Physics/General Physics I and II

A review of other natural sciences with lab will be done by the Office of the Registrar at the time of the evaluation and credit will be awarded if the class meets the requirement for a Natural Science with lab. Credits from science courses that do not include a laboratory will transfer into the University but will not fulfill the Natural Science with lab core requirement.

Philosophy

Philosophy courses from other schools must demonstrate a Catholic approach to philosophical inquiry and the philosophical tradition to fulfill required core courses in philosophy (PHIL 205 Nature and Person; PHIL 206 Ethics; PHIL 300 Metaphysics).

Theology

Theology courses from other schools must demonstrate a Catholic approach to theological inquiry and the theological tradition rooted in adherence to Scripture, Tradition, and the Magisterium of the Catholic Church to fulfill required core courses in theology (THEO 105 Sacred Scripture; THEO 205 Sacred Doctrine; and THEO 400 Moral Theology/THEO 390 Bioethics/ THEO 315 Catholic Social Teaching).



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International Baccalaureate (IB), AICE, Advanced Placement (AP), and CLEP credits

No more than 30 combined credits will be accepted via AP, CLEP, or other forms of credit-by-examination.

For IB exams: to earn major specific or core class credit, students must earn a 4 for HL IB or a 5 for SL IB. For AICE, a score of a D is required.

For general elective credit, a score of a 3 for HL IB or a 4 for SL IB will be accepted; and for AICE, a score of an E is required.

Before reviewing any IB or AICE classes, Ave Maria University will need syllabi for the corresponding courses and the official score report.

Ave Maria University also accepts credit from College Board for Advanced Placement (AP) or College Level Exam Placement (CLEP).

- For AP, a score of a 4 or 5 is needed for major-specific or core class credit; a 3 is needed for general elective classes, as noted on the AP Policy
- For CLEP, a score of 50 or higher to accept any score and a 60 for certain language exams.

Matriculated Students and Transient Coursework

Matriculated students must complete all core and major requirements with courses offered at Ave Maria University. The full policy on transient courses taken at another institution while enrolled at AMU is found in the Academic Catalog.