



Transfer of College Credit Policies for Ave Maria University

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 Academic Records 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) and if the home institution is 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 better 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 grade point average.

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 credit hours at Ave Maria University and satisfy the GPA 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 Academic Records 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 course will transfer and fulfill the requirement. A course that is deemed appropriately academic, but does not match an existing Ave Maria course, typically transfers as a general elective. Any major discipline-related course will 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 Academic Records will request that course syllabi be provided.

For graduate students, upon approval of the program director, a maximum of 24 graduate credits may be transferred from similar programs at accredited institutions. At the time of application, it is the responsibility of the student to petition the director for the transfer of credit and to supply documentation and description of the course(s) for which credit is sought.

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

Transfer Equivalency for Courses in the Core Curriculum

COMP 101: Composition

A university-level composition course of at least three credits that emphasizes logical thinking, critical reading comprehension, and various forms of academic writing, including paraphrase, summary, analysis, and argumentation. The course should also teach the effective use of vocabulary and grammar, as well as proper sentence, paragraph, and essay organization.

Western Civilization and Culture I and II

The following courses will usually transfer:

- European or Western Civilization history courses with a large primary source component that cover the beginnings of Western Civilization through the Renaissance
→ CORE 101: Western Civilization and Culture I
- European or Western Civilization history courses with a large primary source component that cover the early modern period through the twentieth century
→ CORE 102 Western Civilization and Culture II

American Civilization

American History/Civilization, from colonization to present day (or 2 courses which, taken together, cover the full period)

→ POLT 203 American Civilization

Mathematics

Remedial courses will not be accepted for credit. The following courses will usually transfer to fulfill the core requirement in mathematics:

- Intermediate Algebra*
- College Algebra
- Pre-Calculus/Functions
- Calculus I or II

Note: Intermediate Algebra fulfills the core math requirement at AMU for any major that does not require Math 110, Math 150 or Math 151

Foreign Language

Two semesters of the same foreign language (Elementary and Intermediate) are required of students at Ave Maria University. Students with two or more years of High School language instruction are encouraged to take the Language Placement Exam for appropriate placement.

Please note that successfully passing the language placement exam will satisfy the language course requirement(s). However, the 8 credits that would have been earned by taking a language will need to be fulfilled with other coursework in the form of general electives.

Natural Science

Students at Ave Maria University must take two semesters of a natural science with a lab component in Biology, Chemistry, or Physics (or some combination thereof). 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

Review of other natural sciences with lab will be done by the office of Academic Records at the time of the evaluation and credit will be awarded if the class meets the requirement for a Natural Science with lab.

Philosophy

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

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 in order 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).

International Baccalaureate, AICE, Advanced Placement, and CLEP credits

IB and AICE credits are accepted by Ave Maria University. In order 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; a score of an e for AICE is required. Before reviewing any IB or AICE classes, Ave Maria will need syllabi for the corresponding courses and the official score report.

Ave Maria 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. Ave Maria requires a 50 or higher to accept any score and a 60 for certain language exams. No more than 30 combined credits will be accepted via AP, CLEP, or other forms of credit-by-examination. No more than one course within a major may be satisfied through examination without the approval of the Department Chair. What is accepted and for how many credits is located on the AMU Registration and Records website.

Ave Maria will review other credit-by-examination scores as long as syllabi and an official score report is provided to determine if credit can be awarded.

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.

Each quarter or trimester credit hour is converted to 0.67 semester credit hours. Thus, a 5-trimester-credit course will transfer as 3.35 semester credits to Ave Maria University.

Matriculated Students and Transient Coursework

As stated in the Academic Catalogue, in order to ensure the integrity of the core curriculum program, matriculated students must complete all core requirements with courses offered by Ave Maria University, with the exception of courses taken prior to matriculation at the University. Generally speaking, exceptions will be made only for upper-level transfer students, for students pursuing a double major at Ave Maria University, or for students whose timely graduation is in jeopardy. Each transient course must be approved by the Assistant Dean of Faculty and the Chair of the Department in which the corresponding AMU course is offered. For each transient course, the student must submit a current course syllabus and Transient Student Form electronically to the Chair, who determines if the course is an adequate replacement of the AMU course. The course must then be approved by the Assistant Dean of Faculty, who determines if there is a valid reason for the student to take the class elsewhere, such as the need to graduate on time or the inability to take the course through AMU. Matriculated students may take up to twelve transient credits at another university. Exceptions to the 12-credit limit may be made by the Assistant Dean of Faculty for extraordinary circumstances. Individual departments may require additional limitations on transient courses in their majors. Transient credits will not be applied unless there is an approved electronic Transient Student Form on file.

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