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**Note: This policy is under revision.**

This policy applies to individuals who are applying or transferring to AUA's graduate and undergraduate programs, including those who have international standardized exam results (e.g. from International Baccalaureate programs, Araratian Baccalaureate programs, with Advanced Placement exam scores) and prior university-level credit.

Admitted or current students must receive prior written approval from their respective program chair to receive credit for courses taken outside of AUA.

Students may transfer credit earned prior to admission to AUA only from the institutions listed on the application for admission at the time the application for admission was submitted.

Students interested in transferring to the American University of Armenia should submit a Transfer Application supplement along with their Application for Admission within the posted admissions deadlines. If admitted, transfer students will receive a Transfer Credit Evaluation (TCE), which indicates the courses accepted for transfer to the American University of Armenia. The academic unit to which a student is accepted will complete a course-by-course evaluation of transfer credits. The Registrar notes approved transfer credits on students' academic transcripts.

**General approval guidelines:**

\* Transfer credit is not awarded for non-academic courses. (See *Concurrent and Non-Concurrent Enrollment and Waiver of Requirements for University-Level Courses* )

\* Where the previous institution uses a quarter system credits earned through are converted into semester hours using a multiplier of 2/3.

\* Transfer credits are awarded in accordance with the number of credits earned at the previous institution, even if a comparable course at the American University of Armenia is worth a different number of credits. The American University of Armenia defers to a student's previous institution to determine the appropriate number of academic credits for each of its courses based on classroom contact hours.

\* Initial evaluations of transfer credits by the academic unit to which a student is accepted typically exclude courses completed for fewer than 3 credits. If students have courses worth less than three (3) credits from a previous school, requests for evaluation can be made on a case by case basis.

\* Transfer credit is not awarded for courses not taken for a grade (e.g. P/F, P/NP, S/U)

\* Where the previous school uses a unit or point system, AUA follows the conversion scale provided by their registrar (and printed on students' transcripts) to determine the appropriate number of semester hours for transfer.

\* Graduate and undergraduate level courses taken from institutions licensed by their local Ministry of Education and Science or equivalent and accredited by a regional or national accrediting associations may transfer in on a case-by-case basis.

\* Where the previous institution uses the European Credit Transfer and Accumulation System, credits will typically be converted into semester credits using a division of two (2).

\* Transfer credits is not awarded without an official transcript or equivalent from the previous institution or agency.

**Graduates:**

\* For a graduate course to transfer, it must have earned a minimum grade equivalent to a B at AUA (3.0), and an equivalent subject area must be taught at the American University of Armenia.

\* No more than 25% of the total number of credits for the degree for graduate students may be accepted from all transfer institutions (including study abroad and/or exchange programs, and summer classes completed elsewhere). See *Residency and Graduate Continuous Enrollment policy*.

**Undergraduates:**

\* A maximum of 60 credits for undergraduate students may be accepted from all transfer institutions (including study abroad and/or exchange programs, summer classes completed elsewhere, and Advanced Placement, International Baccalaureate, Araratian Baccalaureate examination credits). See *Residency and Graduate Continuous Enrollment policy*.

\* For an undergraduate course to transfer, it must have earned a minimum grade equivalent to a C at AUA, and an equivalent subject area must be taught at the American University of Armenia.

\* Advanced Placement, International Baccalaureate, Araratian Baccalaureate Examinations may be transferred into AUA if the student earned a grade of 3, 5, or C or higher, respectively; the individual departments have the discretion to determine if a higher grade is required in order to replace specific courses. AP, IB and AB credit may be applied as credits toward graduation and toward the major if allowed by the academic department.

**Grade Point Average**

The American University of Armenia only transfers the credit earned at other institutions, not the course grade or grade point. The grade point average indicated on their transcripts derives only from classes taken at the American University of Armenia.

Accepted transfer credits may not meet all or any of the requirements of a given degree program. This may result in a student having more than the total number of credits needed for a degree at the time of conferral.

## **Related Documents**

**Regarding Transferring Credits with the European Credit Transfer System**

**Grade Policies**

**Concurrent and Non-Concurrent Enrollment and Waiver of Requirements for University-Level Courses**

**Tuition Refund**