



# Proposal to Amend ARP

**NOTE: POLICY SPONSORS COMPLETE FORM ONLY THROUGH SUMMARY BOX, THEN SUBMIT WITH DRAFT TO UGC**

No. 4.61    Title: Transfer Credit			
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Policy/Rule Administrator (Name, Position and Phone/Email Contact Information): Dacia Sedillo, Registrar, University Student Records Office; <a href="mailto:dapachec@nmsu.edu">dapachec@nmsu.edu</a> ; 646-5690			
Brief Summary: This proposal clarifies and updates transfer credit policies found in both the ARP and the Catalog. Associate Provost for Digital Learning Initiatives collaborated with campus presidents and representatives from each campus about the credit for prior learning aspect, which will make uniform the opportunity for all campuses to award credit based on prior learning (workforce certifications and training), consistent with other institutions, which will make NMSU more competitive. The proposed updates include: 1. At Part 2. C., new provisions addressing transfer credit based on prior learning; 2. At Part 2 B., the provisions for periodic review of course equivalencies by Department Faculty are strengthened to require review at least every three years. At Part 4 A., the policy administrator is authorized to issue standard operating procedures, which will initially be based on the procedural detail presently in the Catalog, and may be relocated and/or amended for ease of amending the SOPs in the future. The extent of the reformatting rendered a red-lined compare version not useful; instead the current catalog and ARP provisions are included.			
AAG Meeting Date: July 12, 2021 * *updated since previously presented June 28		Review Period Ends*: September 21, 2021 <i>(*unless shortened by UAC)</i>	
Assigned Review Track: <input checked="" type="checkbox"/> Academic Track <input type="checkbox"/> Administrative Track			
Assigned Review Groups:			
	ACADEMIC DEANS COUNCIL (ADC)	EHS (Environmental Health and Safety)	OFS – OFFICE OF FACILITIES AND SERV.
	ADI	EMPLOYEE COUNCIL	POLICE
	ADMINISTRATION & FINANCE	FACULTY SENATE	PRESIDENT’S ADVISORY COUNCIL (PAC)
	ARROWHEAD CENTER	UNIVERSITY ADVANCEMENT	REAL ESTATE
	ASSOCIATE DEANS ACADEMIC COUNCIL	HUMAN RESOURCE SERVICES	UNIVERSITY RESEARCH COUNCIL
	ASSOCIATED STUDENTS OF NMSU	ICT – INFORMATION AND COMMUNICATION TECHNOLOGY	VP SAEM
	COMMUNITY COLLEGE PRESIDENTS’ COUNCIL	NMDA	VPR
			Other:

**All Academic Track Proposals are Subject to Final Review and Recommendation by the Faculty Senate.  
ALL PROPOSALS are Subject to Final Review and Recommendation by the University Administrative Council.**

## 4.61 – Transfer Credit v070921

### PART 1: PURPOSE

This rule clarifies NMSU system policy relating to transfer credit, including provisions for a unified framework pertaining to Credit for Prior Learning (CPL). The rule also authorizes the policy administrator to issue standard operating procedures (SOPs) to facilitate implementation by students, faculty and administrators. A summary or other graphic describing this rule and the SOPs will continue to be published in the campus catalogs.

### PART 2: RULES GOVERNING TRANSFER CREDIT

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A. **General Requirements:** Credit will be awarded for transfer courses as follows:

1. Grades earned in courses taken at other institutions are not included in the calculation of the NMSU GPA, except for grades earned by approved National Student Exchange students.
2. A grade of D or better is required to grant NMSU credit for courses identified as having an NMSU equivalent.
3. Colleges or departments may require a grade of C- or higher for courses required in their programs.
4. Each college determines which transferred courses are applicable toward a degree or a minor.
5. Transcripts may need to be reevaluated when students transfer from one NMSU campus or College to another.
6. Currently enrolled students must obtain prior approval from their academic department head and dean before courses taken at another institution will be applied toward meeting NMSU graduation requirements.
7. Requests for transfer of credits earned at a non-U.S. university must include a professional foreign credit evaluation report from a member institution of the **National Association of Credential Evaluation Services (NACES)**.
8. Courses for which NMSU does not have a direct equivalent may be transferred for elective credits (“E”) in accordance with the SOPs.
9. Requests for transfer credit based on graduate course work at other institutions at NMSU must have prior approval from the department head and the dean of the Graduate School before credit will be applied at NMSU. All requirements as to accreditation, course level, grades and other elements will apply. Request for Transfer of Graduate Credit forms are available online at:  
<https://gradschool.nmsu.edu/Current%20Students/Graduate%20Forms.html>

B. **Credit Transferred from other Institutions:** Transfer credit for courses taken at other accredited institutions will be initiated by the University Student Records Office based on the evaluation levels in the SOPs associated with this policy. For courses not listed or when equivalencies are not clear, the decision will be made in collaboration with the Departmental Faculty with subject matter expertise. Transfer credit based on course equivalency of courses transcribed by other institutions will be based on where the course was actually taken. For example, a course taken at a workplace for which college credit was later awarded by an accredited institution would be treated as credit from a non-accredited institution. Credits from nonaccredited

institutions must be evaluated by Departmental Faculty from the relevant department after two semesters, provided the student is in good academic standing.

- C. **Periodic Review of Departmental Equivalents/Effective Date:** Every three years, or more frequently as needed, all Departmental Faculty will review the previously approved transfer credit course equivalencies for accuracy and potential update. Such revisions may only be applied for future terms after submission of a memo to the registrar and confirmation of the transfer credit based on course equivalency.
- D. **Credit for Prior Learning:** Nontraditional students often come to a postsecondary institution bringing prior knowledge from years on the job, corporate or military training, non-college training programs, or self-study. NMSU will assess that learning and determine whether it is equivalent to the learning outcomes a student is expected to have gained in college coursework, and award credit (or advanced standing) to that student. Transfer credit based on prior learning will be assessed consistent with credit recommendations from the American Council on Education (ACE); using national standardized tests and/or as described in procedural requirements described in more detail in the SOPs associated with this policy. Transfer credit is subject to Title IV maximum time frame limits. (See <https://fa.nmsu.edu/terms-and-conditions>).
1. **Methods:** The methods for assessing credit for prior learning are:
    - a. Credit by Examination (e.g. CLEP, AP, PEP, DANTES);
    - b. Credit for Military Service;
    - c. Workforce certifications and other workforce training documentation, which potentially may be addressed in an articulation agreement between an outside entity and NMSU (e.g. New Mexico Fire Academy).
  2. **Effect of Transfer Credit on GPA:** Credit for Prior Learning will not be calculated into the student's GPA, and must not duplicate previously awarded credit. NMSU course repeat rules apply to transfer credit. Upon transcription of transfer credit for a NMSU course, the student will not be permitted to repeat that course for a grade that will be calculated in their GPA or affect their academic standing.
  3. **Evaluation Standards:** Departmental Faculty will apply the Carnegie Rule of Credit when evaluating requests for credit based on prior learning. See ARP 4.63 (<https://arp.nmsu.edu/4-63/>). Departmental Faculty make the final determination on the total *number* of credits that may be awarded for prior learning, up to a maximum of CPL credits equaling no more than 50% of the credits required to obtain the credential or degree the student is pursuing, unless otherwise approved.
  4. **CPL Transfer Credit Decision:** The decision of whether credit should be awarded CPL transfer credit rests with the Departmental Faculty teaching in the subject matter department, subject to any final review. Once the CPL transfer credit decision is final and confirmed by the University Student Records Office, the approved transfer credit will be applied consistently and equitably for similarly situated students.

- E. **Appeal of Transfer Credit Decisions:** An aggrieved student or faculty member may seek review of the transfer credit decision from the college dean, through the associate dean for academics in accordance with the timelines and process set forth in the SOPs associated with this policy.

## **PART 3: ROLES AND RESPONSIBILITIES**

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- A. **Student:** It is the student's responsibility to provide the necessary materials for consideration by Departmental Faculty of their requests for transfer credit based on course equivalencies from other institutions or based on prior learning credit.
- B. **Departmental Faculty:** Departmental Faculty review and decide requests for transfer credit that are not already listed in course equivalencies, subject to the registrar's confirmation, and to any final review that may be requested pursuant to Part 2, Section C. 5 above. Departmental Faculty are also responsible for conducting periodic reviews of the course equivalencies within their subject matter expertise (See Part 2, Section B.)
- C. **University Student Records Office:** The registrar is the head of the University Student Records Office. This office maintains the database of courses commonly transferred from other institutions and their NMSU equivalents and awards transfer credit based on these equivalencies. Courses not listed in the registrar's database will be individually evaluated by the University Student Records Office in consultation with the appropriate Departmental Faculty as needed.

## **PART 4: FEES AND STANDARD OPERATING PROCEDURES**

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- A. **Authorization to Issue SOPs:** The Office of University Student Records, in consultation with the University Program Academic Committee and the Office of the Provost as needed, is authorized to issue and post standard operating procedures (SOPs), including forms, templates, FAQs or other guidance, to facilitate the implementation of this rule.
- B. **Fees:** Exam fees are posted on the various testing services' websites, and may be linked for convenient reference by University Student Records at its website (<https://records.nmsu.edu>). Challenge exams are administered at the same cost as tuition for the course being challenged. NMSU Administrative processing fees, if approved in the future by appropriate university officials, will be posted by the policy administrator.

## **PART 5: DEFINITIONS**

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The terms listed below are defined for purposes of this policy and will be capitalized to denote such.

- A. **Credit for Prior Learning (CPL)** Credit for Prior Learning (CPL) is a term used to describe the result of evaluations determining college-level learning that a student has acquired outside of a formal college course, for college credit.

- B. Departmental Faculty:** Departmental Faculty are individual faculty in the relevant academic units who have the appropriate credentials and subject matter expertise to assess the equivalency of the requested transfer credit.
- C. University Program Academic Committee:** The university wide committee with representative membership from academic administration from each NMSU campus. See <https://boards.nmsu.edu/>

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#### Details

**Scope:** NMSU System

**Source:** ARP Chapter 4 | Curriculum and Course Management

**Rule Administrator:** Registrar, University Student Records Office **Last**

**Updated:** Not Available [\[date amendment is adopted\]](#)

#### Related

**Cross-References:**

[\[American Council on Education \(ACE\) Credit Recommendations\]](#)

[\[ARP 4.21 – Registrar\]](#)

**Revision History:**

[\[date chancellor approves amendment\]](#)

2017 Recompilation, formerly Rule 6.89

## Transfer of International Credit

(<https://catalogs.nmsu.edu/nmsu/transferstudents/#internationaltransfercredittext>)

Applications for admission that include the transfer of credits earned at a non-U.S. university must include a professional foreign credit evaluation report from a member institution of the **National Association of Credential Evaluation Services (NACES)** for every transcript from a foreign secondary school and/or university attended.

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## General Requirements for Transfer Credits (<https://catalogs.nmsu.edu/nmsu/transfer-students/#generalrequirementsfortransfercredittext>)

Credit will be awarded for transfer courses as follows:

1. Grades earned in courses taken at other institutions are not included in the calculation of the NMSU GPA, except for grades earned by approved National Student Exchange students.
2. A grade of D or better is required to grant NMSU credit for courses identified as having an NMSU equivalent.
3. Colleges or departments may require a grade of C- or higher for courses required in their programs.
4. Each college determines which transferred courses are applicable toward a degree or a minor.
5. Transcripts may need to be reevaluated when students transfer from one NMSU campus or College to another.
6. Currently enrolled students must obtain prior approval from their academic department head and dean before courses taken at another institution will be applied toward meeting NMSU graduation requirements.

## Student Responsibility

Planning for effective transfer with maximum efficiency is ultimately the student's responsibility. Responsible transfer planning includes early and regular consultation with the intended degreegranting institution to assure that all pre-transfer coursework will meet the requirements of the desired degree.

NMSU maintains a database ( <http://nmsudirect.nmsu.edu/>.) of commonly transferred courses from numerous institutions. Courses included in the database at the time the student is admitted to NMSU will automatically transfer to NMSU, provided the student follows all guidelines (see Currently Enrolled NMSU Students below). If a transferred course does not exist in the database, it is the student's responsibility to provide the departmental faculty with sufficient materials (e.g. catalog description, syllabi, etc.) to determine if any of the department's courses may be equivalent to the credits being transferred.

## Currently Enrolled NMSU Students

Currently, enrolled students must obtain prior approval from their academic department head and dean before courses taken at another institution will be applied toward meeting NMSU graduation requirements.

## Religious Center Courses in Religion

Courses in religion, offered by the various religious centers through higher educational institutions with which they are affiliated, are open to all students and these or similar courses from other

colleges/universities may be transferred for elective credit ("E") to NMSU. Registration for these courses is separate from the NMSU System's registration and is conducted by the religious center offering the course.

No more than 6 credits in such courses may be transferred to NMSU. To transfer earned credits to NMSU, the student must do the following:

1. Obtain written approval from the student's department head and academic dean prior to registration for the course
2. Count the credit in the course as part of the total semester load
3. Upon completion of the course, request that the institution granting the credit send a transcript of the credit to the Undergraduate Admissions Office at the NMSU-Las Cruces.

## Graduate Transfer Credits

For more information about transferring graduate credits please visit the [Graduate School](#) section of this catalog.

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## Evaluation of Transfer Credits

(<https://catalogs.nmsu.edu/nmsu/transferstudents/#evaluationoftransfercreditstext>)

NMSU has 3 levels of course credit transfer. Once a student has been admitted to NMSU, they are awarded credit for equivalent courses accordingly. Following award of credit as described in Levels 1 and 2 (below), application of any additional credit transfer via specific Program Articulation agreements will be approved by the student's academic department and dean, including additional courses in the major that may count toward a degree or a minor but, are not included in a Program Articulation.

### Level 1

Automatic course-to-course equivalency credit transfer from colleges/universities in the state of New Mexico, per the New Mexico Higher Education Department (NM HED) articulation modules. Eligible credits for Level 1 transfers will be automatically applied to the student's transcript, provided minimal grade requirements are met. Level 1 equivalency includes

1. New Mexico State Common Core general education courses
2. New Mexico State articulated academic programs (e.g. Business, Early Childhood Education, and NM Nursing Education Curriculum).

### Level 2

Faculty established NMSU course-to-course equivalency transfer

1. Equivalency is determined by the designated departmental faculty in the department/program in which the equivalent course is offered, and may include a review of course description, syllabus and/or interaction with the other institution. If a course equivalency does not exist in the database, it is the student's responsibility to provide departmental faculty with sufficient materials to determine if any of the department's courses may be equivalent to the credits being transferred.
2. Credit for courses transcribed with NMSU equivalency may/will count toward the degree/major.
3. Credit for courses with no NMSU equivalence will be transcribed as 100E (lower level) or 300E (upper level) and may or may not count as credit toward a specific degree. Departmental faculty may accept the "E" course as elective credit toward the degree, or as a substitute for a course not applied universally.



## Level 3

Specific Program Articulation between an NMSU program/department and a program/department at another institution.

1. Program Articulation with other institutions is monitored at the department/program level in accordance with articulation agreements and may include credit transfers that are applicable only to the specific degree articulated (i.e. credit for courses may change depending on degree student declares).
2. Because Level 3 transfer credit is degree specific, transcripts must be re-evaluated when a student changes their major or college- Level 3 transfer credits are not applied universally.

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## Transfer Credit Appeal Process

<https://catalogs.nmsu.edu/nmsu/transferstudents/#transfercreditappealprocesstext>

All New Mexico public post-secondary institutions are required to establish policies and practices for receiving and resolving complaints from students or from other complainants regarding the transfer of coursework from other public institutions in the state. A copy of NMSU's transfer credit policy may be obtained from the University Student Records Office or from the Deputy Secretary for Academic Affairs, Higher Education Department, 2048 Galisteo St., Santa Fe, New Mexico 87505-2100.

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## Transfer of Graduate Credits into a Degree Program

<https://catalogs.nmsu.edu/graduate-school/#transfercreditstext>

1. Graduate credits taken at NMSU as undergraduate electives may be transferred to the student's graduate program at NMSU.
2. Graduate credits from another university may be transferred to NMSU, provided the credits were earned on the campus of an accredited institution.
3. Transferred course work (credit and hours) is maintained separately from NMSU course work.
4. Immediately after initial enrollment in the Graduate School, students must submit forms to obtain formal permission from their advisor, department head, and the dean of the Graduate School to transfer graduate-level course work. The department has the responsibility to accept or reject any number of transferred credits based on such elements as whether the work fits into a logical program for a degree, if grades of A or B have been earned in the courses proposed for transfer, and any other elements it deems relevant. Credit granted for work done at another institution is tentative until proven by satisfactory work in residence. The department may also require work to be validated by examination.
5. Transfer credits must meet the same time-limit requirements (seven years) as master level graduate classes at NMSU.
6. Course work taken at other institutions after initiation of Graduate School at NMSU must have prior approval of the department head and the dean of the Graduate School if such work is to be transferred. All requirements as to accreditation, level, grades and other elements described for initial transfer work will apply. Request for Transfer of Credit forms are available online at [http://provost.nmsu.edu/gradschool/wp-content/uploads/sites/5/2015/04/transfer\\_of\\_credit\\_form.pdf](http://provost.nmsu.edu/gradschool/wp-content/uploads/sites/5/2015/04/transfer_of_credit_form.pdf)



## 4.61 – Transfer Credit

### PART 1: FACULTY DECISION

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The decision to award a student credit for work completed at another institution rests with the faculty.

### PART 2: REGISTRAR’S DUTIES

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The registrar will maintain a database of commonly transferred courses from other institutions and their NMSU equivalents.

### PART 3: FOUR YEAR REVIEW OF DEPARTMENTAL EQUIVALENTS

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Every 4 years faculty from each department will have the opportunity to review the equivalents from their department and make changes to the database.

### PART 4: TRANSFERRED COURSES NOT IN REGISTRAR’S DATABASE

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Transferred courses that are not in the database will be individually evaluated by the University Student Records Office. If uncertain about which NMSU course is equivalent, the registrar will consult with the faculty in the relevant department.

### PART 5: TRANSFER CREDITS FROM NON-ACCREDITED INSTITUTIONS

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Transferred credits from non-accredited institutions will be evaluated by faculty from the relevant department after the student has shown acceptable performance at NMSU for two semesters.

### PART 6: RESPONSIBILITY OF STUDENT TO PROVIDE DOCUMENTATION TO FACILITATE DETERMINATION OF TRANSFERABILITY

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It is the student’s responsibility to provide departmental faculty with sufficient materials to determine which of the department’s courses is equivalent to the credits being transferred. The determination whether a course is from an accredited institution will be based on where the course was actually taken. (For example, a course taken at a workplace for which college credit was later awarded by an accredited institution would be treated as credit from a non-accredited institution.)

#### Details

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**Updated:** Not Available

#### Related

**Cross-Reference:**

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