



American InterContinental University: Transfer-In Credits Guide

At American InterContinental University, we realize our students may be enrolling with past credits that are eligible to transfer-in to their current degree program. Students who have past credits must submit unofficial transcripts for evaluation prior to beginning the first term of study. Our guide explains in more detail what the general policies are for evaluating and awarding past credits.



Technology Use Policy

Staff and students at AIU are advised to use proper social and professional etiquette when using the technology systems of AIU. Use of the network implies consent for monitoring of traffic that is necessary for smooth administration of the resource. AIU does not condone the use of inappropriate language when communicating to instructors, staff, or students.

Any part of AIU's technology resources must not be used to produce, view, store, replicate, or transmit harassing, obscene, or offensive materials. This includes, but is not limited to, material from the Internet, screen savers, etc. In addition, printed copies of such material, including those from magazines, are not permitted to be distributed. There is zero tolerance for any student, faculty, or staff who violates this policy and immediate dismissal may result.

University technology resources shall not be used for purposes that cause excessive strain, directly or indirectly, on technology resources or unwarranted and unsolicited interference with use of technology systems. Engaging in any use that would interfere with another student's and/or employee's work or disruption of the intended use of technology resources is prohibited. Penalties for misuse of e-mail, Internet, or any other part of AIU's technology system are to be determined by the instructor, Program Chair, and/or Vice President of Academic Affairs or the employee's supervisor. AIU technology resources should only be used to accomplish University-specific tasks, goals, and learning objectives. No other use is sanctioned. Please refer to the campus Student Handbook for additional information about Technology Use.

The Learning Experience at AIU

As a student at AIU, students are afforded a variety of learning options to create a vibrant learning experience that meets your unique needs, learning preferences, and busy lifestyle. Enhanced learning and flexibility are key ingredients as you select what works best for you. At the discretion of the University some classes may only be offered in an Online format.

Traditional classes

You should consider taking a class in the traditional format when you feel you would benefit strongly from face-to-face interaction with faculty and fellow students. AIU's traditional classes are typically web-enhanced using various online resources and learning tools.

Blended classes

You should consider taking a blended class when you feel that you will learn best by combining a significant online learning

component for that class with a reduced amount of traditional face-to-face learning.

Online classes

As a student at AIU, you can choose from among a variety of learning options to create a vibrant learning experience that meets your unique needs, learning preferences, and busy lifestyle. Enhanced learning and flexibility are key ingredients as you select what works best for you. Please refer to your campus for a list of available Online classes.

Online programs

AIU Online is the place for you if you choose to take all of your classes completely online. This option is supported by a full-service virtual campus with complete support services offered online.

Want to learn more?

If you are a prospective student who is interested in learning more about AIU's learning options, connect with us at www.aiuniv.edu or call the AIU campus that interests you most and ask to speak to an admissions advisor. If you are a current AIU student who is interested in discussing which learning options are more suitable for your needs and the classes you will be taking, you should contact your academic advisor.

Transfer of Credit from AIU to Other Colleges and Universities

AIU neither implies, nor guarantees, that credits earned will be accepted by other institutions. Each campus has policies that govern the acceptance of credit from other institutions. Transfer of credit is a privilege granted by the institution to which a student may seek admission. Students seeking to transfer credits earned at AIU to other postsecondary institutions should contact the college or university to which they seek admission to inquire as to that institution's policies on credit transfer and acceptance.

Transfer Policy

Due to the accelerated programs at AIU Online, students must submit unofficial transcripts for evaluation prior to beginning the first term of study. Additionally, AIU Online students must ensure that official transcripts from all other institutions attended are on file with the University by the end of the first term of study. AIU Online students submitting transcripts from foreign institutions must have the official evaluation from a NACES or AICE approved evaluation service on file with the University before the end of the first term of study. AIU Online students submitting transcripts from foreign institutions must have the official evaluation from

a NACES or AICE approved evaluation service on file with the University before the end of the first term of study. Any degree plans or schedules are tentative based upon the receipt of official transcripts and/or foreign credential evaluation(s).

All other AIU students are encouraged to submit their official transcripts within the first term of study but must submit all official transcripts by the end of their first academic year.

Following are general policies for the evaluation and award of transfer credit at each AIU campus:

1. Only earned degrees from accredited institutions with articulation agreements with AIU can be evaluated for block transfer.
2. All other official college and military transcripts are evaluated on a course-by-course basis in accordance with AIU policies.
3. Only courses completed with a “C” (or equivalent) or above will be eligible for transfer credit. This assumes at least a 2.0 on a 4.0 grading scale.
4. Only courses representing freshman-level or higher collegiate, degree-applicable course work will be eligible for transfer credit which excludes pre college level or remedial level courses.
5. Comparable course-to-course transfer may be approved from accredited institutions based on demonstrated learning competencies consistent with AIU’s academic policies and standards in lieu of credit requirements.
6. Transfer credit from other institutions may not exceed 12 credits at the graduate level. Graduate applicants should contact the Student Affairs department for institutional policies concerning the transfer of academic credit.
7. Students enrolled in bachelor degree programs must complete a minimum of 25 percent of their degree program credits in residence in order to qualify for graduation from AIU. Students in associate degree programs must complete a minimum of 50 percent of their degree program credits in residency at AIU in order to qualify for graduation. Students transferring to AIU under the requirements of the Servicemembers Opportunity Colleges Consortium into an associate degree program may transfer in a maximum of 75% of the required credits for graduation. Courses that do not apply toward program requirements may not be used in the calculation for residency.
8. Notwithstanding the above policies and procedures, all transferred course credit is subject to review and approval by Academic Affairs.
9. Any degree plans or schedules are tentative pending the receipt of official transcripts

Transfer of College Credit and Prior Learning Assessment

Transfer of College Credit

In those academic programs that apply, transfer credit may be awarded at AIU from any United States institution accredited by an agency recognized by the U.S. Department of Education. AIU will review transcripts from international institutions (see International Transcripts policy). Courses under consideration from another university or college other than AIU must be relevant and considered substantially similar to the coursework at AIU before transfer credit will be approved. This is required for all transcripts, including transcripts and/or evaluations from international postsecondary institutions. Please see AIU’s Transfer Policy for specific requirements for the evaluation and awarding of transfer credit.

Prior Learning Assessment

In addition to college credit earned at accredited postsecondary institutions, the following can also be evaluated for academic credit equivalency at AIU:

- Military Credit
- Experiential Learning
- Professional Training & Certifications
- Standardized Assessments/Examinations
 - CLEP or DSST Examination
 - Course Challenge Examinations
 - Advanced Placement (AP) Examination
 - Other recognized examinations may also be evaluated at the discretion of the University

Through AIU’s Prior Learning Assessment program, the University may award proficiency credit for learning that has taken place outside the traditional academic setting. This experience includes: employment, non-collegiate or school-based education, or other appropriate life experiences. It is important for students to understand that life and learning experiences alone are inadequate bases for the award of proficiency credit. To be eligible for proficiency credit, the outcomes of the non-collegiate learning experience must be documented, be applicable to the program of study, and be assessed as being similar to or meeting the requirements of learning gained through college-level learning experiences. Students must provide unofficial transcript(s) prior to the commencement of the first class. If the unofficial transcript(s) are not received prior to the start of the first class, the student will be required to take the appropriate coursework for that degree program.

Students desiring to request credit evaluations or to learn more about the specific requirements for participation in the prior learning assessment program must contact the Student Affairs Department.

Proficiency Credit Awards for Prior Learning

A proficiency (PR) grade is awarded for proficiency credit through prior learning assessment. The University neither implies, nor guarantees, that PR credits will be accepted by other institutions. Instead, PR credit demonstrates that students are proficient in the specific course requirement for the respective degree program of study.

Military Credit

As a recognized SOC member, AIU has established programs geared to the needs of active servicemen, servicewomen, and veterans. Prior learning assessment credit for non-traditional and/or military education and experience is available through a variety of methods as described in this section.

As a member of SOC, AIU accepts military credit for comparable lower-level courses or electives, including:

- Military Training Course
- Military Occupational Specialty (MOS)
- Service Colleges

AIU uses the ACE Guide to the Evaluation of Educational Experiences in the Armed Services as the basis for evaluating military training and experience. Official military transcripts are the only acceptable documentation for Military training, MOS, MOS level, and Service School credit. ADD-214 is considered acceptable documentation for those who are retired from the military or whose service predates the military transcript systems. For a list of other acceptable military documents that can be evaluated for military students whose service predates the military transcript system go to: <http://www.acenet.edu>

For additional assistance regarding your military transcript, please contact the following:

Army

U.S. Army Human Resources Command
1600 Spearhead Division Avenue Dept. 410
Fort Knox, Kentucky 40122
ATTN: AARTS
<http://aarts.army.mil/>

Navy & Marines

Center for Personal and Professional Development CPPD
ATTN: Virtual Education Center
1905 Regulus Ave, Suite #324
Virginia Beach, VA 23461-2009
Toll-Free: 1-877-838-1659
Fax: (757)492-5095
https://www.navycollege.navy.mil/smart_info.cfm

Air Force (Mail Only)

Community College of the Air Force CAF/DESS
100 South Turner Blvd.
Gunter Annex, AL 36114-3011
<http://www.au.af.mil/au/ccaf/transcripts.asp>

Coast Guard (Mail Only)

Commanding Officer (ve)
USCG Institute
5900 SW 64th Street, Room 228
Oklahoma City, OK 73169-6991
http://www.uscg.mil/hr/cgi/ro/official_transcript.asp

Experiential Learning Credit

AIU awards lower-level course credits for experiential learning that has been acquired through employment, non-collegiate, school-based education, or other appropriate learning experiences. Life and learning experiences alone, however, are inadequate bases for the award of experiential credit. In order for such learning to be considered for this credit award, it must:

1. Relate specifically to lower-level coursework required for the student's enrolled program of study or appropriate elective areas.
2. Result in experientially attained and mastered competencies that are appropriately documented and substantially similar to the course outcomes that would be acquired in the comparable lower-level AIU course.
3. Students must start the process for this credit evaluation by contacting their Student Advisor, Prior Learning Assessment Specialist or Academic Advisor.

The final portfolio is submitted to the Student Affairs Department and taken through a final academic review to determine the credit award. Up to 18 credits (23 credits at AIU Houston only) in the overall degree program can be based on experiential learning.

See the campus Student Handbook for more information on submission requirements for Experiential Learning.

Professional Training/Certification Credit

Many adult learners have acquired formal training outside the sponsorship of credit-granting institutions, such as military training or company training with officially documented clock hours/continuing education units (CEUs). Many of these programs carry ACE recognition and credit recommendations and will be accepted according to AIU academic credit equivalency requirements. Other documented training measured in clock hours, CEUs, or other units may be evaluated for prior learning assessment credit awards based on appropriate credit conversions.

See the campus Student Handbook for more information on submission requirements for Professional Training/Certification Credit.

Standardized Assessments/Examinations

CLEP Examination

The College-Level Examination Program (CLEP) is a national program of credit by examination to obtain recognition of college-level achievement. AIU is a registered CLEP credit-granting institution and students should consult <http://www.collegeboard.com> to find CLEP examination centers in their areas. AIU awards proficiency credit for comparable coursework based on CLEP examination scores as recommended by ACE for the respective course requirements.

Students must submit a copy of an official CLEP score report to be evaluated for this proficiency credit award.

See the AIU Student Handbook for more information on submission requirements for CLEP Examinations.

DSST Examination

DANTES Subject Standardized Tests (DSST) provide another option for students to demonstrate competencies for learning in nontraditional ways. Originally designed for military servicemembers, DSST examinations are now available to both military and civilian learners. More information on study guides and examination options is available at <http://www.getcollegecredit.com>.

Proficiency credit is awarded for passing scores according to ACE recommendations for the respective course requirements. Students must submit a copy of an official DSST score report to be evaluated for this proficiency credit award.

See the AIU Student Handbook for more information on submission requirements for DSST Examinations.

Course Challenge Examination

Course Challenge Examinations are a method of prior learning assessment aimed at offering students the opportunity to earn proficiency credit to fulfill division program requirements. If successfully completed, proficiency credit can be awarded for the respective course. Challenge exams are offered for the following courses only:

- English Composition I (ENGL 106)
- Introduction to Computers (COMP 101)
- College Algebra (MATH 133)

See the AIU Student Handbook for more information on Course Challenge Examination.

Advanced Placement Examination

Advanced Placement (AP) Examination provides students with the opportunity to complete college-level coursework while in high school and to gain valuable skills and study habits for college. If a student achieves a qualifying score of a 3 or higher on the respective AP Examination, proficiency credit is awarded according to ACE recommendations for the respective course requirements. Students must submit a copy of an official AP score report to be evaluated for this proficiency credit award.

See the AIU Student Handbook for more information on examination requirements for the Advanced Placement Examination.

International Transcripts

International institutions must be licensed or officially recognized by the Education Department or Ministry of the country where the institution is in operation to be eligible for transfer of credit. Because AIU follows strict policies concerning academic integrity, international students with foreign educational credentials must submit authentic foreign academic documents from all upper-secondary and post-secondary educational institutions to AIU or an approved credential evaluation service.

Evidence of valid foreign educational credentials can be from a University approved foreign credential evaluation agency. Additionally, credentials may be accepted in pre-approved circumstances with a written evaluation from a properly trained credential evaluator employed by the University. Any forged/ altered academic documents will be retained as property of the school and not returned to the student. This is required for all transcripts, including transcripts from international secondary schools if provided and/or institutions of higher education, which may require a credential evaluation. The Student Affairs Department will ultimately verify and/or certify the institution's eligibility for transfer credit or degree equivalency. Several credential evaluation services are available to students. Services which are either conducted by AACRAO (American Association of Collegiate Registrars and Admissions Officers), a member of NACES (National Association of Credential Evaluation Services, Inc.), or a member of AICE (Association of International Credential Evaluation Services, Inc.) are acceptable services. Contact the Student Affairs Department for a listing of such organizations. Students are responsible for all applicable fees.

See the campus Student Handbook for more information on submission requirements for International Transcripts.