TRANSFER STUDENTS

NMSU evaluates eligible courses for NMSU transfer equivalency from postsecondary institutions that are regionally accredited or are candidates for regional accreditation. Credits from non-accredited institutions may be evaluated after the student has shown acceptable performance at NMSU for two semesters of full time enrollment. NMSU Colleges may have additional requirements for course transfer; please contact the College for more information.

Transfer students are subject to the same graduation requirements as all NMSU-A degree seeking students. Fifteen (15) of the last 30 credit hours for every degree to be awarded from NMSU-A must be earned from an NMSU campus.

Transfer Students- Admission Requirements

1. Have at least a 2.0 cumulative grade point average (GPA) and be eligible to return to the college or university last attended. (Any transfer student who has less than a 2.0 cumulative GPA from his/her previous college(s) and/or vocational school(s) must submit a letter of appeal to the Admissions Appeal Board for admission to NMSU-A.)
2. Formal application for admission. A $20 non-refundable admission fee payable upon application.
3. Must provide official transcripts sent directly from the University Student Records Office or each previously attended institution to the NMSU-A Admissions & Records Office or official transcripts will be accepted if delivered in person only if in a sealed envelope from the granting institution and with current issue date. Official transcripts must be received before the date of registration.
4. Any lower-division course from another institution receiving transfer credit from NMSU at the 300 or above level will be evaluated on a case-by-case basis.
5. Each college determines which transferred courses are applicable toward a degree or a minor.
6. Transcripts may need to be reevaluated when students transfer from one NMSU campus to another.
7. Currently enrolled students who do not receive a passing grade for a class taken within the NMSU system can receive transfer credit for the course taken at an outside institution. However, the student may not receive the credit for the equivalent NMSU (system) course.

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 degree-granting 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.

Evaluation of Transfer Credits

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 designated departmental faculty in the department/program in which the equivalent course is offered, and may include 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 transcripted with NMSU equivalency will count toward the degree/major.
3. Credit for courses with no NMSU equivalence will be transcripted 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 substituting 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.

**National Student Exchange (NSE)**
Courses transferred back to the NMSU System by students participating in the National Student Exchange (NSE) Program will be evaluated as NMSU (system) courses and recorded on the student's academic record. All computable grades earned will be included in calculating the student's cumulative grade point average.

**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.

Currently enrolled students who do not receive a passing grade for a class taken at NMSU can receive transfer credit for the course taken at an outside institution. However, the student may not receive the credit for the equivalent NMSU course.

**Transferring Courses to Fulfill the New Mexico General Education Common Core**
During the 2005 New Mexico Legislative session, Senate Bill 161, consistent with requirements of state law (Chapter 224 of the Laws of New Mexico, 1995 as amended) was signed into law to further enhance and facilitate the articulation of general education courses among New Mexico’s colleges and universities. In accordance with policies established by the New Mexico Higher Education Department, designated general education core courses successfully completed at any regionally accredited public institution of higher education in New Mexico are guaranteed to transfer to any New Mexico public institution. Students who have decided on a major and/or an institution at which to complete their studies should consult with an Academic Advisor at that particular institution to determine the most appropriate course selections. Students enrolling for the first year of study at a New Mexico college or university and considering possible transfer into a certificate and/or degree program at another institution are encouraged to take the courses approved for transfer during their freshman and sophomore years of study.

The core matrix of approved courses guaranteed to transfer and meet general education requirements at any New Mexico college or university can be found on the New Mexico Higher Education Department web site at www.hed.state.nm.us (http://www.hed.state.nm.us). Courses are listed by institution, whether university or community college, under each of the five general education areas. The courses for New Mexico State University are listed in the required courses section of this catalog.

**Transferring Courses Within Degree Programs**
To facilitate the transfer of courses within certain degree programs, New Mexico colleges and universities have collaborated to develop transferable discipline modules. These are made up of an agreed upon number of hours and courses. When discipline module courses are taken in addition to the 35 hour general education core, the total number of hours in a transfer module are approximately 64.

For information on the transferable discipline module for Business, see the Las Cruces catalog College of Business chapter. For information on the transferable discipline module for Early Childhood Education, see the College of Education chapter. Information on all available statewide transfer modules can be found on the New Mexico Higher Education Department web site at www.hed.state.nm.us (http://www.hed.state.nm.us).

**Transfer Credit Appeal Process**
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