

Transfer of Credits

New Mexico Highlands University accepts academic credits for transfer from institutions of higher education that are regionally accredited or are candidates for regional accreditation. Transfer students will receive full credit for coursework completed with an appropriate grade, provided that the classes are appropriate to a degree at the university. Transfer course grades will not be calculated as part of Highlands University grade point average, and are listed on the academic transcripts with a grade of CR. (However, 16 New Mexico Highlands University for graduation, all transfer credits graded are included in the final computations for honors). Highlands University does not accept vocational, technical or remedial courses and credits awarded for work or life experience.

Students transferring from an accredited institution of higher education may transfer under one of the following plans:

Course by Course

The course-by-course plan is for students who do not plan to complete an associate degree. The Course Articulation Matrix compiled by the Higher Education Department and transfer guides in place with New Mexico two-year colleges serve as a guide for this purpose.

Degree Completion

Students transferring from a regionally accredited institution of higher education with an earned associate degree will have New Mexico Highlands University proficiency, extended core, and minor requirements waived. However, all other university requirements, including the university's state mandated 35-hour common core, program, residency, and the 51 upper-division credit requirements must be met before granting of the baccalaureate degree.

An individual transfer analysis will be given to the student by the Offices of the Admissions and Registrar's to determine courses required to complete the university's general education requirements. Major and minor program requirements will be reviewed by officials in the appropriate department. Student must complete all courses required by Highlands and meet the university's requirements for academic performance to receive the indicated degree.

Transfer among New Mexico Higher Education Institutions

To facilitate transfer of students and course credits among New Mexico's colleges and universities, the state's public institutions of higher education are required to accept in transfer courses taken within approved modules of lower-division coursework and apply them toward degree requirements.

Several transfer guides have been developed through collaboration of New Mexico's public postsecondary institutions, consistent with requirements of state law (21-1B, NMSA 1978). Students enrolling for

First-year or second-year study at a New Mexico institution and wishing to prepare for possible transfer into a degree program at another institution are advised to take these courses during their freshman and sophomore years.

Student Responsibility

New Mexico's colleges and universities have collaborated to produce guides to assist students who plan to transfer before completing a program of study. Course modules are designed to help students carefully select courses, so they can transfer with little or no loss of credit. However, 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 ensure all pre-transfer coursework will meet the requirements of the desired degree.

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 adviser 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 year 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 website, www.hed.state.nm.us/Transfer.aspx. Courses in the state core matrix are listed by institution under each of the five general education areas.

New Mexico Common Core Numbers

The course prefix and number that appear on the right hand side next to the Highlands University course number is the New Mexico Common Course Number. It is a four alpha/four numeric set of uniform course designations that serve as a single reference point for courses taught throughout the state that share substantially equivalent content. Courses bearing this designation are part of a statewide equivalency table that cross-references the institutional course and number with a universal common course number creating an easy one-to-one match.

Students may find the New Mexico Common Course Number listed in degree outlines, transfer guides, and in course descriptions in college catalogs and websites. Simply put, the common course number connects equivalent courses at multiple institutions ensuring students that the course will transfer to the receiving institution and meet degree requirements as if it were taken on that campus.

Lower-Division 64-hour Transfer Modules

Students who have selected a field of study but have not yet selected the college or university where they wish to earn their baccalaureate degree are advised to take courses during their freshman and sophomore years outlined in one of the lower-division 64-hour transfer modules. For students enrolled at any public institution in New Mexico, these courses are guaranteed to transfer to any New Mexico university and apply toward bachelor's degree program requirements. Students should consult advisers at their current institutions regarding which specific classes fit these categories. Lower-division transfer modules presently exist for business, teacher education, and early childhood education. Modules for additional areas of study are being developed.

Inter-Institutional Transfer Guides and Catalogs

Students who have selected a field of study and/or the institution where they wish to graduate are advised to consult the transfer guide or catalog for that institution for more current and detailed advice to guide their course selection. Formal published transfer guides between most New Mexico community colleges and Highlands University are available through the Highlands Admissions Office.

Complaint Procedure for Transfer Students

All New Mexico public postsecondary institutions are required to establish policies and practices for receiving and resolving complaints from students or other complainants regarding the transfer of coursework from other public institutions in the state. A copy of New Mexico Highlands University's complaint policy may be obtained from the Admissions Office or from the New Mexico Higher Education Department at 1068 Cerrillos Road, Santa Fe, NM 87501-4295, (505) 827-7383 or hed.state.nm.us.

Military Credit

The university grants credit for military education or service schools on the recommendation of the American Council on Education's Publication Guide to Evaluation of Educational Experience in the Armed Services. Air Force veterans should provide an academic transcript from the Community College of the Air Force.

Training Credit

Credit for non-collegiate training programs is granted based on the recommendation of the American Council of Education's National Guide to Educational Credit for Training Programs and institutional policies. Official records must be provided to the university.

Early Admission Program

Students who are still in high school may be admitted under one of the following plans:

Regular Admission – High school students who have demonstrated maturity and academic success may enroll at Highlands University after their high school junior year rather than completing high school. To qualify for this special program, students must have:

- A strong motivation to enter the university, as well as social, emotional, and intellectual maturity.
- A high school grade point average of at least B.
- An ACT score in at least the 70th percentile (nationwide norms), or a comparable SAT score.
- Recommendation letters from at least two high school officials and the permission of the high school administration.
- A letter of permission from a parent or legal guardian.

Dual Credit/Concurrent Enrollment

High school students may begin college work at Highlands University by taking some college courses while completing their final high school credits for graduation. To qualify for this special program, students must meet the following requirements:

- A high school junior or senior status.
- Seniors in their final semester must have a grade point average of at least 2.0. Juniors must have a 3.0 grade point average.
- Have an admissions application, an official academic transcript and have parent/school signatures on the Dual Credit/Concurrent form.
- Must take the compass exam or provide ACT scores.
- Special approval is needed to take more than two courses.

Students who are interested in exploring these early admission programs should contact the Office of Admissions for assistance. Students who have previously attended need only to provide parent permission and school permission by obtaining signatures on the appropriate form.

International Students

A statement of the detailed procedures for admission of international students can be obtained from the International Education Center by e-mailing international_ed@nmhu.edu. International students must be formally admitted to the university before the verifications required for the F-1 student visa can be issued. International students may not apply through the website. They must submit a paper application. The following is required for international students who seek admission to Highlands University:

Applicants are expected to give evidence of an adequate command of the English language by earning a satisfactory score on any of the following English tests:

TOEFL (Test of English as a Foreign Language) Composite score =

500 paper based

173 computer based

61 Internet based

IELTS (International English Language Testing System) = Band 5.5

Step Eiken (Test in Practical English Proficiency) = Pre-1

For students applying to the School of Business:

TOEFL Scores = 540 Paper based

207 computer based

76 Internet based

IELTS Band 6.0

Step Eiken Pre -1

Information regarding testing may be obtained from:

TOEFL Services

Educational Testing Service

P.O. Box 6151

Princeton, NJ 08541-6151, USA

609.771.7100 or 877.863.3546 (Monday – Friday, 8 a.m. – 7:45 p.m. Eastern Time (New York),
except for U.S. holidays)

609.771-7714 – TTY (24 hours a day, 7 days a week for test takers who are deaf or hearing impaired)

www.toeflgoanywhere.org

IELTS

www.ielts.org/contact_us.aspx

Step Eiken

www.eiken.or.jp/

www.stepeiken.org/forms/contact-form

All international students who seek graduate admission to Highlands University must submit a completed and signed application along with all required documents, nonrefundable \$15 USD application fee. Some programs may require additional documentation for consideration.

Applicants must submit the completed Financial Certificate form and official bank statements along with the application to New Mexico Highlands University before immigration documents can be issued to the admitted applicant.

All international student applications must be received from the country or the current residence of the applicant, no exceptions.

- Applicants from other countries in which English is an official language, but not the language of the majority or of instruction will be subject to these requirements.
- Exceptions for providing evidence of adequate command of the English language are:
- Persons holding citizenship in English-speaking countries.
- Applicants holding citizenship in a country where the English language is an official language, and the means of instruction.
- Must possess the equivalent of a United States high school diploma (for admission as new freshmen) or be transfer students from approved universities or colleges outside the United States. Transcripts and other valid records of previous schools attended should come from national examination councils (where applicable), approved colleges or universities, or other official state or federal agencies for education. These records will be evaluated for compliance with the admissions criteria of the university.
- Must pay a \$15 USD one-time, nonrefundable application fee.
- Must submit the completed financial certificate for international admission to issue the I-20 form.

New freshmen students are required to submit score on the American College Test (ACT) before entering the university, if possible, and in all cases before the student's first semester at the university. Scholastic Aptitude Test (SAT) may be submitted in lieu of ACT scores. Proficiency courses may be assigned if the ACT scores indicate the need for developmental work.

For detailed information, contact the International Education Center, International_ed@nmhu.edu

To write or call:

International Education Center

New Mexico Highlands University Box 9000

Las Vegas, NM 87701 U.S.A.

Telephone: 505.454.3372

Fax: 505.454.3511

Advanced Credit Programs

Highlands University offers a number of advanced credit options to earn course credit prior to becoming a freshman.

College Board Advanced Placement Examinations

Highlands University recognizes student academic accomplishment on the advanced placement examination. Highlands follows the current guidelines of the American Council on Education regarding the granting of credit for Advanced Placement (AP). Highlands University grants credit for AP scores of 3 or higher on any AP examination. Three semester hours will be granted for the following half-year AP courses: Computer Science;

Economics – Macro and Micro; Forestry; Government and Politics – Comparative and U.S.; Physics – Mechanics; Psychology; and Statistics. Six semester hours will be granted for full-year courses other than mathematics, sciences, and foreign languages which earn eight semester hours.

CLEP Examinations

CLEP General Examination scores of 450 or higher will earn credit, with a maximum of four semester credits in each of the five examinations, for a maximum total of 20 credits. These credits may apply both to general education and elective credit, but their use in degree programs is subject to faculty approval. Credit will be granted in CLEP Subject Examinations to both newly admitted and regularly enrolled students who earn grades of 45 or higher, as approved by appropriate academic schools.

ACT/SAT Test Score Placement

Students are encouraged to take the American College Test (ACT) or Scholastic Aptitude Test (SAT) prior to applying for admission to Highlands University. Submission of score reports at the time of application is suggested. Students who have not taken the ACT or SAT or have not submitted their results must take the Compass Placement Examination administered at Highlands University during freshman orientation.

These credits automatically apply toward elective credit for graduation. Whether they may be applied toward general education requirements or in degree programs is subject to limitations established by the appropriate disciplines.