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## **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 the courses taken within approved modules of lower-division course work and apply them toward degree requirements. Several transfer guides have been developed through collaboration of New Mexico's public post-secondary 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 who wish to prepare for possible transfer into a degree program at another institution are advised to take these courses during their freshman and sophomore years. [Refer to the New Mexico Higher Education Department website at [www.hed.state.nm.us](http://www.hed.state.nm.us) for complete lists of courses.]

### **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 you select courses carefully so that they may transfer with little or no loss of credit. However, planning for effective transfer with maximum efficiency is ultimately your responsibility. Responsible transfer planning includes early and regular consultation with the intended degree-seeking institution to assure that all pre-transfer coursework will meet the requirements of the desired degree.

### **TRANSFERABLE LOWER-DIVISION GENERAL EDUCATION COMMON CORE**

Students enrolling for first-year study who have not yet selected either an academic focus or the institution where they wish to graduate are advised during their freshman year to take courses outlined in the Lower Division General Education Common Core. For students enrolled at any public institution in New Mexico, the following courses are guaranteed to transfer to any other New Mexico public college or university, and apply toward associate and baccalaureate degree program requirements. Students should consult advisors at their current institutions regarding which specific courses fit these categories. Students preparing for careers in engineering, health sciences, or other profession-related fields are advised that some of this coursework may not transfer toward general education requirements but in most cases will apply toward elective requirements

#### **AREA I: COMMUNICATIONS / SELECT 9 SEM CR**

- (a) College-level English Composition 3  
cr
- (b) College-level Writing (a second course  
building on the above) 3  
cr
- (c) Oral Communication 3 cr

#### **AREA II: MATHEMATICS / SELECT 3 SEM CR**

- (a) College Algebra 3 cr
- (b) Other math course at/above  
level of College Algebra

#### **AREA III: LABORATORY SCIENCE / SELECT 8 SEM CR**

- (a) General Biology, with laboratory 4-8

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cr (b) General Chemistry, with laboratory	4-8cr
(c) General Physics, with laboratory	4-8 cr
(d) Geology/Earth Science, with lab.	4-8 cr
(e) Astronomy, with laboratory	4-8 cr

#### **AREA IV: SOCIAL & BEHAVIORAL SCIENCES / SELECT 6-9 SEM CR**

(a) Economics (Macro- or Microeconomics)	3
cr (b) Introduction to Political Science	3
cr	
(c) Introduction to Psychology	3 cr
(d) Introduction to Sociology	3 cr
(e) Introduction to Anthropology	3 cr

#### **AREA V: HUMANITIES AND FINE ARTS / SELECT 6-9 SEM CR**

(a) Introduction to History Survey	3 cr
(b) Introduction to Philosophy	3 cr
(c) Introduction to courses in history, theory, or aesthetics of the arts or literature	*3cr

**Total to be selected = 35 semester  
hours**

#### **TRANSFERABLE 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 outlined in one of the Lower-Division 64-hour Transfer Modules during their freshman and sophomore years. 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 advisors at their current institutions regarding which specific classes fit these categories. *Lower-Division Transfer Modules presently exist for:*

Business	Social/Behavioral Sciences
Biological Sciences	Physical Sciences
Engineering	Early Childhood Education
Teacher Education	Criminal Justice

Modules for additional areas of study are being developed. Copies of Transfer Modules listed above may be obtained at Northern's Student Advisement Center or from the web site for the institution to which you intend to transfer.

Students who have selected a field of study and/or the institution from which 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. Copies of formal transfer guides are available

#### **TRANSFER OF CREDIT AND AWARDING OF CREDIT THROUGH EXAMINATION**

Northern recognizes that there are many ways in which college credit may be amassed and, in an effort to maximize the opportunities available to its public, has adopted the following policies:

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A. *Academic credit may be granted upon:*

1. the completion of any of Northern's credit-bearing classes with a grade of "C" or better. Academic credit in this context refers to credit accepted against courses required for graduation in your declared major.

2. receipt at Northern of an official transcript from another regionally or nationally accredited college or university showing successful completion of an equivalent credit-bearing course. Grades from other institutions are not accepted; grades of TR are posted. At the time your admission status has been finalized with the receipt of all required college transcripts, your transcripts will be sent from the Office of Admissions to the Office of the Registrar to be evaluated and appropriate credit posted to your official Northern record.

*Note:* Northern does not accept every course in transfer. We consider only those courses required for graduation in your declared major or to establish prerequisites.

3. receipt at Northern of official AP/CIE/CLEP/DSST scores which meet minimum cut-off scores as listed on the following page.

**Advanced Placement (AP): minimum score = 3, English = 4**

**AP exam title and credit allowable:**

Art History = ART 107 (3) & ART 211 (3)

Biology = BIOL 201/L (4) & BIOL 202/L (4) \*

Calculus AB or BC = MATH 162 (4)

Chemistry = CHEM 121/L (4) & CHEM 122/L (4)\*

Computer Science A = CS 132 (3); Computer Science B = CS 142 (3);

Computer Science C++ = CS 200 (3)

Economics = ECON 200 (3)

English = ENG 111 (3) & ENG 112 (3)

Government & Politics = PSCI 200 (3)

Physics B = PHYS 121/L (4) & PHYS 122/L (4) \*

Physics C = PHYS 215/L (4) & PHYS 216/L (4)

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\*must include lab

experiences Psychology = PSY 105 (3)

Spanish = SPAN 201 (3) & SPAN 202 (3)

Statistics = MATH 145 (3)

Studio Art = ART 110 (3)\*

*\*Additional 3 credits available upon portfolio evaluation*

US History = HIST 161 (3) & HIST 162 (3)

**University of Cambridge International Examinations (CIE):** Northern will grant credit for grades of A-C on A & AS level examinations, as appropriate to degree requirements.

**College Level Examination Program (CLEP):** Subject examinations are administered by the Student Success Center. At the time of publication of this catalog, the fee is \$72.00 per test (payable to CLEP), plus a \$15.00 administrative fee (payable to Northern). Call 505.747.2164 for details. These examinations are computer-based.

**CLEP Subject Exams:**

Principles of Management (46) BA 240(3)

Introduction to Marketing (50) BA 251 (3)

Introduction to Business Law (50) BA 300 (3)

Principles of Macroeconomics (44) ECON 200 (3)

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Principles of Microeconomics (41)	ECON 201 (3)
Freshman College Comp. (44) <i>(Essay is required)</i>	ENG 111 (3)
Analysis & Interp. of Lit. (50)	ENG 112(3)
American History I (50)	HIST 161 (3)
American History II (50)	HIST 162 (3)
College Algebra (46)	MATH 130 (3)
College Algebra (50)* <i>*(A score of 50 or better will earn credit for 130 &amp; 150)</i>	MATH 150 (3)
College Algebra/Trigonometry (61) <i>(A score of 61 will earn credit for 150 &amp; 155)</i>	MATH 155 (3)
Calculus w/ Elem. Functions (47)	MATH 162(3)
American Government (50)	PSCI 200(3)
General Psychology (50)	PSY 105(3)
Human Growth & Development (50)	PSY 290 (3)
Introduction to Sociology (50)	SOC101(3)
College Spanish I & II (50)  <i>(A score of 50-62 will earn 6 crs.)</i>	SPAN101/102(6)
College Spanish I and II (63) <i>(A score of 63 or better will earn 12 crs.)</i>	SPAN 201/202(6)

#### **DSST (DANTES) SUBJECT EXAMS:**

The following DSST exams are made available for testing at the Student Success Center. The cost per test is \$80 (payable to The Chauncey Group), plus a \$15.00 administrative fee (payable to Northern). Call 505.747.2199 for details.

Business Mathematics (48)	BA 205 (3)
Criminal Justice (49)	CJ 111 or CJ 132(3)
Here's to Your Health (48)	HPEREL.(3)
Resource Management (46)	BA360(3)
Introduction to Business (46)	BA 220(3)
Int. to Law Enforcement (45)	CJ 211 or CJ 221 (3)
Lifespan Develop. Psychology (46)	PSY 290 (3)
Mgmt. Information Systems (46)	BA 242 (3)
Organizational Behavior (48)	BA 313(3)
Principles of Finance (46)	BA 310(3)
Principles of Statistics (48)	MATH 145 (3)
Principles of Supervision (46)	BA 240 (3)

4. receipt of a veteran's DD-214 and/or DD-295 which provides sufficient information to allow an evaluation of prior training and experience during military service against Northern's degree requirements. American Council on Education (ACE) guidebooks are used for the evaluation of such credit. Credit is subject to departmental approval against major requirements.

5. official transcripts and/or certificates of completion from entities recognized in *The National Guide to Educational Credit for Training Programs (ACE)* or in *College Credit Recommendations: The Directory of The National Program on Non-collegiate Sponsored Institutions* (New York Board of Regents).

6. documented completion of one/more of the following:  
 NM Law Enforcement Academy (31 crs)\*

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BIA Law Enforcement Academy (27 crs)\*

\* *Includes 2 crs HPER Electives + CJ courses.*

You may find more information in the academic section of this catalog, under the AAS-Police Science degree.

7. successful completion of one of Northern's approved Locally-Developed Subject Examinations [see the Registrar for further details]. *Note:* This type of examination does not extend to college-level courses which fall into the category of being part of the General Education Common Core.

8. receipt of an acceptable transcript showing courses taught at non-U.S. colleges or universities for which an adequate determination can be made by the Registrar as to the equivalency of the course content and satisfactory progress based on Northern's standards.

9. receipt of a current card showing certification for CPR (issued by the American Heart Association) or CPR/First Aid (issued by the American Red Cross). Credit will be given for our equivalent course.

### **COMPLAINT PROCEDURE FOR TRANSFER STUDENTS**

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 Northern New Mexico College's complaint policy may be accessed on line on Northern's website at [www.nnmc.edu](http://www.nnmc.edu). If you have not received satisfaction from internal college processes, you may contact the New Mexico Higher Education Department, 2048 Galisteo Street, Santa Fe, NM 87505-2100, 505.476.8400 (<http://hed.state.nm.us>).

### **CLASSIFICATION OF STUDENTS**

As a student, you are classified as a freshman, sophomore, junior, or senior based on the number of credit hours you have earned toward your declared degree, whether in residence at Northern, through standardized testing, or in transfer from other colleges. For all practical purposes, these credits include any remediation you may have taken. The breakdowns on these classifications are:

Freshman	1.00 to 32.9 cr
Sophomore	33.0 to 67.9 cr
Junior	68.0 to 100.9 cr
Senior	101.0 to 999.9 cr

These classifications are used for reporting to state and federal agencies, as well as for financial aid purposes.

### **STUDENT EMAIL ACCESS REQUIRED FOR ALL NNMC STUDENTS**

All students who have completed the application process and have been assigned a Student ID number will, at the same time, receive a student email account which is accessible clicking on **myNNMC** on Northern's home page, [www.nnmc.edu](http://www.nnmc.edu). You must do a one-time activation of your Eagles email, and then you can participate in the payment plan and receive all broadcast messages concerning course cancellations,