

Transfer of Credit

Luna accepts transfer of academic credits earned from institutions of higher learning whose accreditation is from an accrediting organization recognized by the Council for Higher Education Accreditation. Both general education core and concentration/major specific courses are eligible for transfer.

The Registrar's Office, supported by content area experts, evaluates courses and determines transfer eligibility of general education core courses and some non-general education courses. Courses certified and considered essential skills under the General Education Model at NMHED will be honored in transfer for the designated general education requirement. Additional transfer credit may be awarded at the discretion of the Division Director and with approval of the Chief Academic Officer at Luna. Any transfer student who changes their major after their transcript has been reviewed needs to request a re-evaluation of their transfer transcript from the Registrar. Re-evaluation is not automatic.

Students will receive credit for coursework completed with a grade of "C" or better, provided that the courses are appropriate toward a certificate or degree and an equivalent Luna course exists. Transferable general education core courses with a grade of "D" from New Mexico colleges and universities are accepted provided the "D" grade is also acceptable for the student's certificate or degree program. A grade of "D" is not acceptable if the transferred course is a prerequisite to a sequenced course. All transfer credits earned are listed on the academic transcript with a grade of "CR." Transfer transcripts issued in quarter credit hours will be converted to semester credit hour equivalents.

Prior to any evaluation of courses by the college, an official transcript from each institution must be sent directly to the Registrar's Office. Luna reserves the right to request course syllabi or course descriptions to evaluate course content and transfer eligibility. It is the responsibility of the student to provide, upon request, course syllabi and/or course descriptions from their previous college or university to aid in the proper evaluation of credit. Course syllabi and/or course descriptions that are requested must be from the term and year taken. Transfer transcripts will be held for one semester only. If the student submitting the transcript has not registered for any classes by the end of the 180 days, the transcript will be destroyed.

Transcripts from other institutions sent to Luna for the purpose of transfer of credit and/or college admission become part of the student's permanent academic file and will not be copied for or returned to the student. Student athletes are required to order duplicate sets of ALL transfer transcripts for the athletic department for the purpose of documenting player eligibility.

Transfer of Credit Appeal Process

Any student denied transfer of a course who wishes to appeal the transfer evaluation must file a written appeal with the Registrar's Office. The appeal must include the name, prefix and number of the course(s) in question, semester and year completed, and the name of the post-secondary institution. In addition, the student must include the course description from the sending institution's catalog specific to the term and year the course was completed. Within 21 calendar days of submittal of a written appeal, the file will be reviewed and the student will be notified in writing of the outcome.

If the appeal is denied and the student wishes to further pursue the appeal, the student must notify the Vice President of Instruction and Student Services in writing within 10 calendar days from the date of the first appeal outcome letter. Within 21 calendar days, the Vice President of Instruction and Student

Services will render a decision. The Vice President’s decision is final and the student will be notified in writing.

A student not satisfied with the decision may forward his/her appeal and file a complaint with the New Mexico Higher Education Department in Santa Fe if the course(s) in question is part of a state approved transfer module. See NMHED contact information at the end of the catalog.

Credit for Prior Learning

In order to honor a student’s past experience and qualifications as it pertains to an academic program, Luna awards credit for prior learning (CPL). A student may apply to receive CPL for military training, experience, professional development opportunities, internships, apprenticeships, standardized testing, courses and training received from non-accredited or non-higher education institutions

CPL is only given when the student’s learning and achievement is equivalent to the learning objectives required in the course for which credit is being requested. Student applications for CPL will be evaluated on a case-by-case basis, as the institution does not guarantee that CPL will be given for prior experience.

The following describes the process for receiving CPL at Luna:

- The student must declare a program of study.
- The student must complete the CPL Application Form and obtain all required signatures.
- The student must submit required documentation as directed below.
- CLEP and AP scores are submitted to the Registrar. (See score tables below.)
- All other CPL materials are submitted to the Director of the program for which prior learning credit is being requested, or to the Vice President of Instruction and Student Services. The Director (or VP) and appropriate faculty will review the materials to determine applicability of credit.
- The student must pay any fees assessed.
- The student must adhere to all policies and procedures described by Luna, including the academic residency requirements.
- Students will not receive a traditional letter grade for CPL. CPL will hold the same value as performing satisfactorily in a course.
- If a student has received CPL at another institution, Luna may honor the credit after evaluation, on an individual basis. Additionally, CPL received at Luna may not transfer to another institution. For this reason, students should be familiar with other institution’s policies if they wish to transfer.

Students should discuss receiving CPL credits with the Financial Aid office and the Veteran’s office if they are recipients of these benefits, as the CPL earned may impact their eligibility. Advanced Placement (AP) and/or College-Level Examination Program (CLEP) credit will not be awarded if the student has received college credit for the same course or its equivalent.

CPL Limits are dependent on Program Credit Hours:

If your program-required credit hours for degree/certificate are:	You must earn this number of credit hours at Luna:	And, you may earn up to this many credit hours through CPL:
3 – 12	3	0 – 9
13 – 24	6	7 – 18
25 – 36	9	16 – 27
37 – 48	12	25 – 36
49 – 60	15	34 – 45

Credit for Prior Learning Through Advanced Placement Exams

AP EXAM	AP SCORE	LUNA COURSE EQUIVALENT
Art		
Art History	3	History of Art I
	4/5	History of Art I AND History of Art II
Studio Art: 2-D:Design Portfolio	3	Drawing I OR Design I
	4/5	Drawing I OR Design I AND Drawing II
Studio Art: 3-D: Design Portfolio	3	Drawing I OR Design I
	4/5	Drawing I OR Design I AND Drawing II
Studio Art: Drawing Portfolio	3/4/5	Drawing I OR Design I
Biology (Lab credit given only if AP course had a lab)		
Biology	3	Bio for Health Sciences OR Natural History of Life OR General Biology
Biology	4/5	Cellular and Molecular Biology
Chemistry (Lab credit given only if AP course had a lab)		
Chemistry	3	Chemistry in Our Community
Chemistry	4	Gen Chem I for STEM Majors
Chemistry	5	Gen Chem I for STEM Majors AND Gen Chem II for STEM Majors
Computer Science		
Computer Science A	3	Computer Science I
	4/5	Object Oriented Programming
Computer Science Principles	3/4/5	Algorithms and Data Structures
Economics		
Macroeconomics	3/4/5	Macroeconomics
Microeconomics	3/4/5	Microeconomics
English		
English Language and Composition	3/4/5	Comp I
English Literature and Composition	3/4/5	Intro to Literature
Environmental Science		
Environmental Science	3/4/5	Environmental Science OR Forestry
Geography		
Human Geography	3/4/5	People and Places
History		
European History	3	Western Civilization I
	4/5	Western Civ I AND Western Civ II
United States History	3	US History I
	4/5	US History AND Us History II
World History	3	World History I
	4/5	World History I AND World History II

Credit for Prior Learning Through College- Level Examination Program

CLEP SUBJECT EXAM	MINIMUM CLEP SCORE	LUNA COURSES AND CREDITS GRANTED
Accounting - Financial	55	ACCT 2110 Principles of Accounting I
American Government	55	POLS 1120 American National Government
Biology	55	BIOL 1110 General Biology
Calculus	60	MATH 1510 Calculus I
Chemistry	55	CHEM 1120 Introduction to Chemistry
College Algebra	55	MATH 1220 College Algebra
English Composition with Essay	55	ENGL 1110 Composition I
English Composition with Essay	65	ENGL 1120 Composition II
CLEP SUBJECT EXAM	MINIMUM CLEP SCORE	LUNA COURSES AND CREDITS GRANTED
Freshman College Comp. with Essay	55	ENGL 1110 Composition I
Human Growth and Development	65	PSYC 2120 Developmental Psychology
Information Sys & Computer Applications	55	BCIS 1110 Fundamentals of Information Literacy and Sys.
Macroeconomics – Principles of	55	ECON 2110 Macroeconomic Principles
Management – Principles of	55	MGMT 2110 Principles of Management
Marketing – Principles of	55	MKTG 2110 Principles of Marketing
Microeconomics – Principles of	55	ECON 2120 Microeconomic Principles
Pre-Calculus	60	MATH 1230 Trigonometry
Psychology – Introductory	55	PSYC 1110 Introduction to Psychology
Spanish Language – Level I	55	SPAN 1110 Spanish I
Sociology – Introductory	55	SOCI 1110 Introduction to Sociology
U.S. History I	55	HIST 1110 United States History I
U.S. History II	55	HIST 1120 United States History II
Western Civilization I	55	HIST 1150 Western Civilization I
Western Civilization II	55	HIST 1160 Western Civilization II