

Transfer Credit Equivalency Transcript

Presented by the Transfer Credit Evaluation (TCE) team

Greetings. In this video, we're going to provide insight into how our Transfer Credit Evaluation team reviews transfer coursework and determines if APUS course equivalency can be awarded.

First, before we dive in, let's quickly go over the term equivalency. Similar to the Cambridge definition shown here. Equivalency is the word we use at APUS when referring to transfer coursework that directly matches a course offered at APUS.

[*The screen reads:* "Something that has the same amount, value, purpose, qualities, etc. as something else."]

When we evaluate coursework from another institution, we determine equivalency by confirming learning objectives and verifying that it is taught at the same level and depth of content.

The course level is one of the first things we look at when determining if a transfer course can receive an APUS equivalent. Undergraduate-level courses are applicable towards associate and bachelor's programs, while graduate-level courses are applicable towards master's programs.

At the undergraduate level, courses are further broken down into lower-level and upper-level designations. Lower-level courses are typically introductory in nature, i.e., defining terms, describing topics. And like most US academic institutions, APUS numbers these courses between 100 and 200.

Meanwhile, upper-level courses are more advanced and require analysis and application of topics. APUS numbers these courses between 300 and 400.

To verify if a course can be awarded with an APUS equivalent, first a matching course description must be located and reviewed. Our department utilizes various resources to locate descriptions for academic courses and military training and experience, including academic course catalogs and the ACE Guide.

[*The screen reads:*

Locate course descriptions using:

- CollegeSource/TES

- Original institution's website
- ACE Guide]

After a description is located, the course level is verified, and then course content is reviewed and compared against the current APUS catalog to determine if there is an APUS equivalency.

[*The screen reads:*

Verify course level:

- Undergraduate vs. Graduate
- Introductory (defining terms) vs. Advanced (analyzing/applying topics)]

At the undergraduate level, coursework must cover at least 70% of the same content to be considered equivalent to an APUS course. And at the graduate level, transfer coursework must cover at least 80% of the same content.

[*The screen reads:* Compare keywords or topics to determine if course matches an APUS course.]

Every so often, a course description may not provide enough information to verify an equivalency, and in those instances a syllabus would be needed to further review details such as learning objectives, weekly topics, and textbooks used.

Here is one example of a course description found online, followed by the equivalent APUS course description. Matching course content has been highlighted to show how we confirmed equivalency. Based on this description, review the equivalency for ECON 203 was determined to be ECON 101 at APUS.

[*The screen reads:*

Transfer Course Description:

ECON203 – Principles of Microeconomics

An analysis of the economic principles underlying the behavior of individual consumers and business firms. The goal is to apply select microeconomic theories to real-world situations. Emphasis is on market theory. Topics include the implications of government intervention, technological innovation, and the advantages and disadvantages of different market structures, and income distribution and poverty.

APUS Course Description:

ECON101: Microeconomics

Microeconomics is an overview course that covers how households (consumers), firms (producers), and governments interact in competitive and other markets to set prices, and determine what and how much is produced. Key concepts introduced include the role of scarcity and choice, incentives and competition, and the law of supply and demand.]

Now, you may be asking yourself, what about courses like yoga or basket weaving? Would those be considered for APUS equivalency? That's a very good question. It is quite common for an outside course *not* to directly match up with an APUS course, as programs and course offerings vary from institution to institution. If there isn't a direct match to an APUS course, the transfer credit is referred to as a non-equivalent course. And if needed, these courses can be applied in the elective requirements of a degree program.

It's also possible for non-equivalent coursework to be applied towards general education requirements depending on a few criteria, including the course level content and the student's current degree requirements. Typically, in order to be applicable to general education, the coursework must be foundational in nature and should be geared to promote problem-solving skills and development of knowledge across a wide range of disciplines. Art history, geometry, and cultural diversity are a few examples of non-equivalent courses that we often accept as general education requirements.

We also accept transfer courses that are only worth 1 semester hour. However, they cannot be awarded APUS equivalency. This is for two reasons. One, because APUS does not offer one-semester-hour courses, and two, a one-semester-hour course does not involve a sufficient amount of class time or assignments to be considered for equivalency towards a three or four-semester-hour course. Therefore, they cannot be utilized to fulfill a three or four-semester-hour APUS requirement. With that being said, one semester our credits can be utilized in the elective requirements if needed.

After a transfer course review has been completed, the course information is saved in our transfer equivalency database, or TED for short. TED ensures that an approved course equivalent will be awarded accurately and consistently over time. What's even better is that the database is accessible to the public via our transfer credit center. Just point your browser to this link on the screen, and you can start searching TED on your own.

[<https://www.amu.apus.edu/transfer-credit/ted/>]

As of spring 2025, TED houses the APUS equivalency for over 594,000 transfer courses. If you do not see a particular course listing in TED, or if you have questions about the equivalency of a transfer course, please feel free to reach out to the transfer credit outreach team. We're happy to assist with your transfer credit questions Monday through

Friday, 8:00 to 4:30 Eastern Standard Time. Thanks for watching. We hope you found this information helpful.

[The screen reads:

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