

Chemistry Credit Transfer from other Institutions

****Note: In order to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA), students must email from their UNM Account, including full name and ID number. By law, no information contained in educational records can be communicated via non-UNM accounts once students are admitted. For information on FERPA and confidentiality, please visit <http://ed.gov/policy/gen/guid/fpco/ferpa/students.html>. 10/30/2019 ****

Preapproved Courses at other Institutions

Students transferring courses already in our articulation agreements as detailed on the transfer equivalencies page (admissions.unm.edu/future-students/transfer/transfer-equivalencies.html) can be processed by the Arts and Sciences staff advisors (ChemAdvise@unm.edu).

Courses Without Preapproval

Students wishing to transfer credit to UNM for Chemistry courses numbered 111L to 304L need to email A&S advisors (ChemAdvise@unm.edu) a transcript that shows the course name, credit hour, semester, and grade of the targeted course, and a syllabus of the course that contains the description and the objectives of the target course, grading policy, textbook, content list, and class schedule. A written statement that explains the request and a justification is also required. Students must submit all required transfer forms upon submitting all material described above. This must be done separately for each course. An advisor will review the material to ensure it is complete. Then they will forward it to the appropriate faculty member for review. The faculty member should respond within 3 business days (of their receiving the materials) and the advisor will respond to the student or proceed to transfer the credit.

Appealing a Denial of Transfer Approval

Students must file an appeal to the denial with a written statement to the A&S advisor within 5 business days of receiving the decision. The advisor will then forward the written appeal to the review faculty for reconsideration. The final decision will be communicated first to the advisor and then to the student.