

University of Maine at Augusta, Bachelor of Architecture (B.Arch) degree Process for Evaluation of Transfer Credits

UMA's B. Arch program welcomes transfer students with or without an architectural background. We have created the following process to ensure that each transfer student is properly placed in our degree program to ensure meeting of nationally recognized learning outcomes, long-term success at UMA, and future success in the architectural profession.

The program coordinator will communicate and collect the prospective student's educational transcripts to provide consistency. Any course work counting toward general education requirements is directly evaluated by the UMA registrar; any courses contributing to the fulfillment of NAAB Student Performance Criteria are evaluated by the program coordinator. The following steps outline this process.

STEP

- 01 When a transfer student applies to the program his or her transcript is evaluated by the Academic Coordinator to establish a DRAFT equivalency schedule. This evaluation compares course titles and descriptions in order to determine, fairly quickly, a rough equivalency between institutions. This in turn allows potential transfer students to understand their likely placement within our curricular sequence. This review chart is uploaded to a commonly accessible folder.
- 02 If a student is accepted into the program, and chooses to attend, the student will work with the Architecture Administrative Assistant and their assigned academic advisor to **document** the course equivalencies through review of UMA course charters in order to establish that SPCs from have been met. Once this process is complete, a packet is made with a final course equivalency table (see example below), the course charters or syllabi that document the equivalencies, and a course schedule for the remaining years in the program. This packet is signed by the student, the advisor, and the academic coordinator, and uploaded to a commonly accessible folder.
- 03 The advisor notifies the UMA transfer equivalency office, by email, of the course substitutions by sending them the final course equivalency table.
- 04 The advisor and the student review the student's Degree Progress Report in Mainstreet (UMA's online course catalog, course search, and advising portal) to confirm that course substitutions were made according to the table.

If you have questions regarding this process, please contact the UMA Architecture program at 1.877.UMA.1234.

