



Policy Title: Transfer Credit Policy

Policy Number: ACA.104

Policy Owner: VP for Academic Affairs

Responsible Office: Academic Affairs

Revision Date: 2/16/18

1. Purpose and Scope

This policy regulates the transfer of credits for both undergraduate and graduate students, and ensures consistency and conformity with the State, Federal and accreditation regulations that apply.

2. Policy

North American University allows for the transfer of credits from higher education institutions as well as credits earned by examination. NAU does not accept life experience or vocational coursework for transfer credits. Transfer credits are counted towards the calculation of credit hours attempted, credit hours earned, and the maximum time frame allowed. However, transfer credits are not counted in CGPA calculation at NAU.

Transfer Credit Requirements

1. Only credits earned at accredited institutions are eligible for transfer of credit
 - a. US colleges and universities should be accredited by agencies recognized by the US Department of Education.
 - b. Official transcripts documenting coursework from international institutions of higher education should be evaluated by foreign credential evaluation agencies which are a member of the National Association of Credential Evaluation Services (NACES), American Association of Collegiate Registrars and Admissions Officers (AACRAO), or Association of International Credentials Evaluators (AICE). Suggested evaluation services include:
 - Educational Credential Evaluators: www.ece.org
 - Global Credential Evaluators: www.gcevaluators.com
 - International Education Evaluators: iee-usa.com
 - SDR Educational Consultants: uhd.sdr.credentialconnection.com
 - SpanTran Evaluation Services: www.spantran.com
 - World Education Services: www.wes.org
2. Official transcripts from US institutions are required for the transfer of credit. For coursework completed at international institutions, official transcript evaluations as explained in Item 1 are required for transfer of credit. 'Official' is defined as a transcript or transcript evaluation that comes directly from the issuing institution to NAU via electronic or regular mail. Students must request these institutions to send official copies of their transcripts directly to NAU.
3. Only credits taken within the past 10 years are eligible for transfer of credit.

4. Undergraduate students may transfer up to 90 credit hours including credit by examination. A maximum of 66 lower level transfer credits are allowed to apply for a bachelor's degree program.
5. North American University accepts transfer credits from AP (Advanced Placement) exams; IB (International Baccalaureate) programs; and CLEP (College Level Examination Program). The maximum number of credit hours the University will grant by examination is thirty (30). Details regarding credit by examination can be found in the Academic Catalog.
6. Undergraduate students may only transfer previously taken courses with a letter grade of "C-" or above. For schools that have a mutual agreement with NAU, if so stated in the agreement, courses with letter grade of "D" may be transferred.
7. Once an undergraduate student has enrolled at NAU, no more than 18 credit hours total will be accepted for transfer credit. Transfer courses may be taken only in summer semesters and should not exceed 6 credit hours per summer.
8. All transferable courses from international institutions of higher education must be transferred before the student enrolls in NAU upon approval by the Department Chair.
9. ENGL 1311 and ENGL 1312 taken at schools outside the following countries are NOT eligible for transfer of credit: United States, Australia, Canada [Except Quebec], Ireland, New Zealand, South Africa, United Kingdom [England, Northern Ireland, Scotland, and Wales].
10. For graduate programs, courses with a grade of "B-" or above may be accepted for transfer credit. Courses previously applied for a Bachelor's Degree may not be transferred to apply towards a Master's Degree. In addition, the majority of the credits required for a master degree must be completed at NAU.

3. Procedures

The following procedures must be followed for transfer of credit:

1. Official transcripts are submitted to the Records Office, who then sends the documents to the appropriate department. Department Chairs review the transcript and determine which course credits may be transferred.
2. Department chairs may request students to supplement course descriptions, course syllabi or other supporting documents, if needed. This is important for credits transferred from courses which do not match in name and/or level with the courses offered at NAU. In addition, students may be requested to provide supporting documentation about previous institutions attended.
3. Courses to be transferred as general education, core or concentration electives with less than 3 credit hours may be combined to add up to 3 credit hours only if the courses are continuation courses with the same title. Courses to be transferred as electives may carry different credits.
4. Once the Department Chair has determined which courses may transfer, he or she then fills out the departmental course transfer form and sends it to the Records Office. Records Office uploads the documents in the system and notifies the Registrar of the pending transfer credit. The Registrar then process the transfer credit.
5. Students may appeal in writing any transfer credit decision to the VP for Academic Affairs.

4. Who Should Read This Policy

- Students
- Department Chairs
- Admissions Office
- Registrar's Office

5. Related Documents and References

- Academic Catalog