

# Section IX - Transfer of Academic Credit from Other Institutions of Higher Learning

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## 1. Transferees to Norwich

Students transferring from other institutions of higher learning are governed by the following transfer credit policy:

- a. The course departments shall determine the acceptance of specific courses.
- b. Courses in which a grade of less than C or its equivalent has been earned are not transferable.
- c. Grade points will not be transferred.
- d. Credit will transfer only from institutions of higher learning accredited by the appropriate regional accrediting association or, in accordance with the regulations pertaining to other extra-institutional learning as described in Section II (<http://catalog.norwich.edu/archives/2013-14/residentialprogramscatalog/academicregulations/sectioniicreditcoursesandcurricula>), Paragraph 3, item d-5 (b).
- e. Limits on the amount of Transfer Credits apply -- see item 3., below.

## 2. Norwich Students

- a. A Norwich student wishing to attend another regionally accredited collegiate institution for the purpose of obtaining semester credit hours acceptable to Norwich University should obtain prior approval of both the institution to be attended and the specific course or courses to be taken by filing a completed Application for Transfer Credit (RF8) with the Registrar's Office. No transfer of semester credit hours can be assured for courses for which prior approval has not been obtained.
- b. The course departments will determine the acceptance of specific courses.
- c. Provided the grades earned are "C" or better, semester credit hours for approved courses taken at other institutions may be transferred for credit toward the bachelor's degree. Grade points will not be transferred.

## 3. Norwich University's Residence Requirement (Limits the amount of degree credit which may be transferred to Norwich University.)

- a. At least 60 degree credits of those required for the degree must be earned at Norwich, including not less than 45 of the last 60 degree credits earned. Transfer credit from Norwich approved programs of foreign or other off-campus study will be considered as Norwich credit for purposes of determining if 45 of the last 60 credits applied to an undergraduate program are Norwich University credit. [Grades will not transfer for such courses, regular transfer course rules apply for determining if transfer credit is awarded.]
- b. Limits to transfer credit in major, minor, and concentration.
  - i Major: No more than 40% of credits required in courses specified in the discipline of the major.
  - ii Minor and Concentration: No more than two of the six required courses specified in the discipline of the minor or concentration.
- c. Military members currently serving on active duty, including those in the National Guard, Reserves and U.S. Coast Guard, who are enrolled in an online degree completion program, may transfer into the degree program up to 70% of the required credits.
- d. Military members currently serving on active duty, including those in the National Guard, Reserves and U.S. Coast Guard, who are enrolled in a campus base degree program, may transfer into the degree program up to 75% of the required credits.

## 4. Statute of Limitations

Students must satisfy the catalog degree requirements of a catalog year that is within ten years of the graduation year.

## 5. Transcript Evaluation and Posting of Transfer Credit to the Norwich Academic Record

Academic work accomplished at other regionally accredited institutions and in accordance with regulations pertaining to other extra institutional learning as described in Section II paragraph 3, item d-5 (b), will be reviewed for Norwich course equivalency. The posting of transfer credit for approved courses will be undertaken by the Registrar's Office upon the receipt of an official transcript. An official transcript is one that corresponds with the credit granting institution's definition of "official" and is received directly from that institution by the Admissions or Registrar's office.