



Transfer Credit for Graduate and Professional Programs Policy

Volume: APP/SPP

Chapter: C1

Responsible Executive: Vice President, Enrollment and Student Services

Responsible Office: Institutional and Community Engagement, Institutional Effectiveness

Date Issued: July 31, 2015

Date Last Revised: August 8, 2016

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STATEMENT OF THE POLICY

The application of the Transfer Credit for Graduate and Professional Programs Policy is to ensure consistency in the assignment of transfer of credit at Nova Southeastern University.

REASON FOR THIS POLICY

The purpose of the Transfer Credit for Graduate and Professional Programs Policy is to ensure a level of university-wide consistency in the assignment of transfer of credit. This policy applies to all Nova Southeastern University (NSU) graduate and professional programs that accept transfer of credit and is applied to degree programs. To ensure transferred courses are treated equally within the same program, once an equivalency has been established, it will be added to the Transfer Articulation System (TAS) database degree program. Misrepresentation of the approved transferred courses jeopardizes NSU's ability to accurately report at the federal, state,

institutional, international, and accreditation levels and creates compliance issues for the university.

INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY

This policy applies to all students attending Nova Southeastern University at the Graduate and Professional first degree levels.

WHO SHOULD KNOW THIS POLICY

Academic Affairs
Colleges
Administration
Enrollment and Student Services
Faculty
Students

EXCLUSIONS

There are no exclusions to this policy.

WEBSITE ADDRESS FOR THIS POLICY

<https://www.nova.edu/portal/ess/policies.html>

CONTACTS

Subject	Contact	Telephone	E-mail/Web Address
Policy Clarification	Registrar	954-262-7263	registraroffice@nova.edu https://www.nova.edu/portal/ess/policies.html

DEFINITIONS

Responsible Executive – The administrator, Dean or Director/Chair in charge of a particular area.

Faculty Review Committee – A committee appointed by the Dean of a College to review transfer credit requests.

RESPONSIBILITIES

The Dean of each graduate college will establish a Faculty Review Committee.

Each college will determine how old a transferable course can be, but it cannot exceed a maximum time limit of seven (7) years.

PROCEDURES

Effective Fall 2016, Nova Southeastern University is adopting the following for transfer credit for graduate and professional programs:

Southern Association of Colleges and Schools (SACS) Rule on Transfer Credit

- At least one-third of credits toward a graduate or a post-baccalaureate professional degree are earned through instruction offered by the institution awarding the degree (*Principles of Accreditation, Section 3.6.3*).

General Requirements

- For transfer credit at the master and specialist level, the number of transfer credits is 12 or less, as determined by the individual program or College.
- For transfer credit at the doctoral and professional levels, the number is limited such that the total transfer credits do not exceed two-thirds of the required credits to complete the degree program, or less as determined by the individual program or College.

Transfer Credit from Another Institution

- All applicable accreditation standards apply when accepting transfer students.
- The student must submit all documentation to the college that he or she is seeking transfer credit.
- The student is required to submit the syllabus for the course from the transfer institution that he or she wishes to have reviewed for transfer credit if an NSU course equivalency is not in the Transfer Articulation System (TAS) database.
- The student may request the NSU course for which he or she is seeking credit.
- The course syllabus is reviewed by the Faculty Review Committee to determine if the transfer course outcomes meet the required outcomes of the NSU course.
- If the request for transfer credit is approved by the Faculty Review Committee, the transfer course information is forwarded to Transfer Evaluation Services (TES) so that information is entered into the TAS database for tracking future equivalencies of graduate courses.
- The student is notified by the college that his or her request for transfer credit has been approved.
- The transfer credit is posted to the student's academic record by TES.
- If the request for transfer credit is not approved by the Faculty Review Committee, the denied transfer course information is forwarded to TES so that the information is entered into the TAS database for future reference.
- The student is notified by the college that his or her request for transfer credit has been denied.
- The student may submit additional substantial information to the college in order to appeal the decision.

Transfer Credit for Work Experience

- The student must submit all documentation to the college that he or she is seeking transfer credit.
- The student must prepare and submit a portfolio of his or her work experience challenging a specific NSU course for credit.
- The portfolio must include the following:
 - NSU course syllabus
 - Resume or vita
 - Written skill inventory that compares the student's work experience to the equivalent course subject matter. The student's work experience must match the learning outcomes of the course.
 - Documentation including certifications, licensure, trainings, and any other relevant information must be provided.
- The portfolio is reviewed by the Faculty Review Committee to determine if the work experience meets the required outcomes of the NSU course.
- If the request for transfer credit for work experience is approved by the Faculty Review Committee, the transfer course information is forwarded to TES so that the transfer credit can be posted to the student's academic record.
- The student is notified by the college that his or her request for transfer credit for work experience has been approved.
- If the request for transfer credit for work experience is not approved by the Faculty Review Committee, the student is notified by the college that his or her request for transfer credit for work experience has been denied.
- The student may submit additional substantial information to the college in order to appeal the decision.

Internal Coursework Credit from NSU

- Degree-applicable credit from NSU can be applied to a current eligible degree or a current eligible certificate as long as the credit has not already been applied to an awarded degree or an awarded certificate.
- An exception to the above is credit earned within a university approved dual degree program (e.g., the BSN to MSN Dual Degree Program).
- The quality points will not be calculated in the grade point average (GPA).

RELATED DOCUMENTS, FORMS AND TOOLS

Not applicable

HISTORY AND UPDATES

Date Approved: August 8, 2016

Date of Promulgation: August 8, 2016

APPENDIX

Not applicable