

Policy Title:	Undergraduate Transfer of Credit Policy
Policy Area:	Registrar's Office
Responsible Executive:	Stacy Pena-Villalobos, Ed.D., Vice President of Financial Aid and Academic Records (FAAR)
Responsible Policy Officer:	Jennifer Harris, University Registrar
Original Effective Date:	July 1, 2013
Last Revision Date:	February 6, 2025
Last Review Date:	February 6, 2025
Next Review Date:	Every five years
Upload Date:	

I. POLICY STATEMENT

Nova Southeastern University (NSU) is required to disclose its transfer of credits policies to prospective and enrolled students. Within the limits stated below, NSU permits transfer credits earned at a regionally accredited institution recognized by the U.S. Department of Education to be considered for transfer credit.

In compliance with current federal regulations in 34 C.F.R. § 668.43 of the Higher Education Act of 1965, as amended, NSU has established a university-wide undergraduate transfer policy regarding admission and transfer credit for transfer students. Transfer students under this policy shall be governed by the graduation requirements published in the NSU Catalog at the point of matriculation. Students seeking to transfer credits from Nova Southeastern University to another institution should consult that institution's policy.

Transfer credit will be accepted at NSU for students who have earned an associate in arts degree or 60 credits from a SACSCOC-accredited institution and are in good academic standing since the 1992 inception of the Articulation Agreement between Independent Colleges and Universities of Florida (ICUF) and the Division of Florida Colleges.

II. SCOPE

This policy applies to all undergraduate students who wish to transfer credits to Nova Southeastern University and to students who wish to obtain college credits for learning experiences outside the classroom.

III. DEFINITIONS

Prior Learning Assessment - A comprehensive procedure for assessing prior college-level learning for undergraduate students. The purpose of this assessment is to evaluate whether credit may be awarded for prior learning experiences. The evaluation is performed by faculty members and other professional evaluators.

IV. POLICY

NSU will transfer a maximum of 90 degree-applicable credits toward a degree, including credit for the College-Level Examination Program (CLEP), proficiency exams, and prior experiential learning. NSU will transfer courses from previous regionally accredited colleges and universities for which a student has earned a grade of C or higher. Remaining credits and at least 50 percent of credits in the student's major must be earned at NSU in regular academic offerings.

Applicable credits will be transferred based upon received transcripts. The evaluation of transfer credit will be performed on both unofficial and official transcripts. However, a student will not receive full acceptance to the university until all final official transcripts have been received. Students will be advised to take courses at NSU based upon the completed transfer evaluation.

I. Students Transferring from Institutions Accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

NSU has established a university-wide undergraduate transfer policy regarding admission and transfer credit for students who have attended a postsecondary institution that is accredited by SACSCOC.

Transfer students who have earned an associate in arts degree or 60 credits from a SACSCOC-accredited institution and are in good academic standing, as defined by the transfer institution, shall be admitted to NSU with junior standing.

Transfer students under this policy shall be governed by the graduation requirements published in the NSU Undergraduate Student Catalog at the point of matriculation.

Transfer students may be required to complete additional courses at NSU prior to the awarding of the baccalaureate degree. The additional courses may include general education requirements and may result in students graduating with more than 120 credits. Should the maximum timeframe for [Satisfactory Academic Progress \(SAP\)](#) be exceeded, their financial aid may be impacted.

Transfer credit will be accepted for a grade of D provided credit has been earned and the student's academic program at NSU permits the grade.

II. Students Transferring from a Foreign Institution

An official course-by-course evaluation must be submitted to be fully admitted to NSU and to receive a final transfer credit evaluation. Courses completed at foreign institutions must be evaluated by a National Association of Credential Evaluation Services (NACES)-approved foreign credential evaluation service. For a listing of agencies, visit NACES at www.naces.org/members.

NSU undergraduate students may request to have prior professional and other life experiences evaluated for the award of academic credit. **All requests for Prior Learning credit must be initiated before a student completes 24 credits at NSU.** If approved, credits earned through Prior Learning will be posted to the student's academic record after 12 credits are successfully earned at NSU. Submission of a Prior Learning Request does not guarantee credit(s) will be awarded.

I. Exams

Students may meet certain general education, major, and elective requirements in a variety of areas through objective tests in which they demonstrate specific subject knowledge. These tests include the College Board's College-Level Examination Program (CLEP), Digital Subject Standardized Test (DSST) subject exams, and New York University language exams.

Students must provide official test scores to receive credit for exams and should consult with their academic advisor to verify credit awards. Eligible examinations and the credits granted vary. For more information, visit the Office of Transfer Evaluation Services' Examinations website at: <https://www.nova.edu/tes/undergraduate/examinations.html>.

II. Full Portfolio (Course Challenge)

Students who intend to challenge a specific college-level course must submit a full portfolio that presents their knowledge of the course topic. Full portfolios are evaluated by an appropriate faculty member. Students may earn a maximum of 25 percent of their credits through the full portfolio process. Full portfolios include course syllabus or course description, resume, autobiography, written skills inventory that compares learning experiences with equivalent course subject matter, and other relevant documents, including certificates, training documents, and verification of employment. Students interested in submitting a full portfolio for academic credit should work directly with the Office of Transfer Evaluation Services. Submission of a portfolio does not guarantee credit(s) will be awarded.

A sample Prior Learning Portfolio is available at:
https://www.nova.edu/registrar/forms/sample_portfolio.pdf.

III. Standard Grants

NSU has established a series of standard college credit grants for common, documented learning experiences. These experiences include certain training courses, certificates, and licenses.

IV. Military Service Credit

Students that are an active-duty service member or a veteran of the United States Armed Forces can receive college credit for their military service. All active, retired, and veteran service members from all Army components, Coast Guard, Marine Corps, and the Navy, can obtain their Joint Services Transcript (JST) online and have it directly sent to NSU. Air Force personnel may order a transcript at the Community College of the Air Force.

Transfer credit for physical education and marksmanship is not accepted.

VI. ENFORCEMENT

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.

Students that make misrepresentations of credits earned under this policy may be subject to disciplinary action, up to and including dismissal.

VII. INFORMATIONAL CONTACT

Office of Transfer Evaluation Services
(954) 262-8117
faartes@nova.edu

VIII. REVISION HISTORY

Revised February 6, 2025

IX. RELATED FORMS

<https://www.nova.edu/tes/>