

# Transfer Credit

National University accepts credits from institutionally accredited academic institutions. It may also accept credits from institutions that are accredited by an agency which is a member of Council for Higher Education Accreditation (CHEA) or from collegiate institutions which are accredited by non-CHEA member agencies provided they are recognized by the Department of Education. Transfer credits from institutions that are accredited by an agency which is a member of CHEA are only accepted provided that the academic quality of the institutions can be verified and the credits otherwise comply with National University guidelines. Transfer credits from agencies which are not CHEA members are subject to additional scrutiny to validate that their academic programs adhere to the standards of institutions accredited by CHEA members.

Students will undergo a transfer credit evaluation as part of the enrollment application process. All official transcripts and necessary documentation must be submitted and reviewed prior to the start of the first class. Requests by the student for consideration of additional transfer credit can be made at any time after the initial evaluation and prior to degree conferral provided the maximum number of transfer credits permissible has not already been accepted by the University.

The Office of the Registrar, School Dean, or designee must approve all requests for transfer credit. Transfer credits are evaluated for currency and relevancy to NU degree programs, and whether they meet academic standards. The Admissions and Evaluation team will document which credits are accepted in transfer and which University requirements are satisfied.

Any credits to be considered for transfer into a National University academic program must:

- Have been completed at an institutionally accredited academic institution, an institution accredited by an agency which is a member of CHEA, or from a collegiate institution accredited by a non-CHEA member agency provided it is recognized by the Department of Education;
- Be equivalent to the degree program requirements, including specified electives;
- Appear on an official transcript from the institution where they were earned;
- Meet required minimum grade requirements for transfer credit eligibility outlined by degree or program-level (remedial college credits are not accepted as transfer credit);
- Have been completed within the specified number of years for transfer credit eligibility outlined by degree or program-level.

**Note:** If a student submits a transcript that has pending classwork or no grades assigned, it will not be evaluated for transfer credit until an official transcript is submitted with final grades for those classes. NU is not responsible for duplication of transferable credits/classes that the student may have taken and received credit at a prior institution.

## Undergraduate

### Undergraduate Transfer Credit Eligibility

The School Dean or designee uses the following criteria to evaluate proposed transfer credits at the undergraduate level:

- Completed at an institutionally accredited post-secondary institution.
- Do not exceed a maximum of 90 lower and upper division semester credit hours unless programmatic accreditation requires otherwise.
- Earned with a grade of "C-" or better unless otherwise indicated by program or accreditation.

The following chart shows the maximum number of credits that are allowed to transfer in an NU undergraduate program by type of credit.

Type of Credits	Maximum number of credits allowed in an NU Undergraduate program
Lower Division (towards an Associate Degree)	39 semester credit hours
Lower Division (towards a Bachelor's Degree)	69 semester credit hours
Upper Division	27 semester credit hours
Extension division from an institutionally accredited academic institution	24 semester credit hours
Vocational/Technical Classes	12 semester credit hours
Physical Education Classes	6 semester credit hours

## Paralegal Transfer Credit Policy

Students may receive credit for up to thirty percent (30%) of their legal specialty classes by transferring in classwork taken at another college or university, if approved by the Program Director or a qualified faculty member. Students transferring from American Bar Association (ABA) approved programs for which there is an existing articulation agreement may receive credit for up to fifty percent (50%) of their legal specialty classwork. Approval can be obtained by:

- An articulation agreement established through National University and the student's prior school or university, or
- Submission of a petition for transfer credit by the student to the Office of the Registrar, which will include:
  - Name of prior school or university,
  - Whether or not the prior program is ABA approved, and
  - For each class taken in the prior program for which credit is sought:
    - Name of class,
    - Class description,
    - Syllabus,
    - Documentation of the number of hours, if any, the class was offered in synchronous or asynchronous format, if not included in the syllabus, and
    - Certification of grade in the class (typically via a transcript from the prior institution).

Petitions will be reviewed by the Program Director or a qualified faculty member. Credit will only be granted if the class is equivalent in content, length, and nature to a National University class, the student has earned a grade of C or better, and the class was taken within the last ten (10) years. Additionally, students must still complete at least nine (9) semester credit hours or the equivalent of legal specialty classes through synchronous instruction and may be further limited in transfer credits to satisfy this requirement.

## **Undergraduate Credit from Foreign Institutions**

The University may accept transfer or waive credit if an official class-by-class evaluation report from an approved evaluation agency is supplied. NU will accept class-by-class evaluation reports from evaluation agencies accredited by the National Association of Credential Evaluation Services (NACES) or agencies approved by the California Commission on Teacher Credentialing (CCTC) at the time of enrollment.

## **Graduate**

### **Post-Baccalaureate Certificate Programs Transfer Credit Eligibility**

The School Dean or designee uses the following criteria to evaluate proposed transfer credits at the graduate-level:

- Completed within five (5) years prior to acceptance at the University, while enrolled at an institutionally accredited academic institution.
- Credits must be earned with a grade of "B" or better or an equivalent satisfactory grade.
- A maximum of three (3) semester credit hours may be transferred from a graduate-level program to NU's Post-Baccalaureate certificate programs.
- Must be equivalent to classwork as demonstrated by the transfer class description.

**Note:** Credits earned at the University have the same time limits stated above for migration and application to current programs and degree progress audits, based on the date the corresponding class grade was posted.

### **Master's Programs Transfer Credit Eligibility**

The School Dean or designee uses the following criteria to evaluate proposed transfer credits at the graduate level; exceptions may be made at the Dean's discretion:

- Completed within seven (7) years prior to acceptance at NU unless programmatic accreditation requires otherwise.
- Credits must be earned with a grade of "B" or better or an equivalent satisfactory grade unless otherwise indicated by program or accreditation.
- A maximum of twelve (12) semester credit hours may be transferred from a graduate-level program. Many graduate programs have lower transfer limits. Please consult program description for program specific transfer limits.
- No more than nine (9) semester credit hours can be applied to specialization classes. Many graduate programs have lower transfer limits. Please consult program description for program specific transfer limits.
- Must be equivalent to content in the required NU class as demonstrated by the transfer class description and/or syllabus.

### **Post-Master's Certificate Programs Transfer Credit Eligibility**

The School Dean or designee uses the following criteria to evaluate proposed transfer credits at the doctoral-level:

- Completed within seven (7) years prior to acceptance at NU unless programmatic accreditation requires otherwise.
- Credits must be earned with a grade of "B" or better or an equivalent satisfactory grade unless otherwise indicated by program or accreditation.
- A maximum of three (3) semester credit hours may be transferred from a doctoral-level program. Please consult program description for program specific transfer limits.
- Must be equivalent to content in the required NU class as demonstrated by the transfer class description and/or syllabus.

**Note:** Credits earned at NU have the same time limits stated above for migration and application to current programs and degree progress audits, based on the date the corresponding class grade was posted.

## **Juris Doctor Program Transfer Credit Eligibility**

For information about the Juris Doctor program's transfer credit limits please see the [Juris Doctor Catalog](#).

## **Educational Specialist Programs Transfer Credit Eligibility**

The School Dean or designee uses the following criteria to evaluate transfer credits at the Education Specialist level:

- Completed within seven (7) years prior to acceptance at NU unless programmatic accreditation requires otherwise.
- Credits must be earned with a grade of "B" or better or an equivalent satisfactory grade unless otherwise indicated by program or accreditation.
- A maximum of twelve (12) semester credit hours may be transferred from an advanced graduate or doctoral-level program. Please consult program description for program specific transfer limits.
- No more than nine (9) semester credit hours can be applied to specialization classes. Please consult program description for program specific transfer limits.
- Must be equivalent to content in the required NU class as demonstrated by the transfer class description and/or syllabus.

**Note:** Credits earned at NU have the same time limits stated above for migration and application to current programs and degree progress audits, based on the date the corresponding class grade was posted.

**Note:** Students who complete NU's EdS program may be eligible to apply up to 30 credits from the EdS program to NU Sanford College of Education Doctoral programs. School Dean (or their designee) approval is required to determine number of applicable credit credits from EdS to the selected doctoral program.

## **Doctoral Programs Transfer Credit Eligibility**

The School Dean or designee uses the following criteria to evaluate transfer credits at the doctoral level; exceptions may be made at the Dean's discretion:

- Completed within seven (7) years prior to acceptance at NU unless programmatic accreditation requires otherwise.

- Credits must be earned with a grade of "B" or better or an equivalent satisfactory grade unless otherwise indicated by program or accreditation.
- A maximum of twelve (12) semester credit hours may be transferred from a doctoral-level program. Please consult program description for program specific transfer limits.
- No more than nine (9) semester credit hours can be applied to specialization classes. Please consult program description for program specific transfer limits.
- Must be equivalent to content in the required NU class as demonstrated by the transfer class description and/or syllabus.

**Note:** Credits earned at NU have the same time limits stated above for migration and application to current programs and degree progress audits, based on the date the corresponding class grade was posted.

**Note:** Students enrolled in the Dissertation Completion Pathway (DCP) will be eligible to transfer in all doctoral classwork as long as it aligns to the chosen program of study, culminated in doctoral candidacy, and the student was not dismissed for academic reasons. The DCP leadership will conduct a transcript review to ensure program alignment and students have achieved doctoral candidacy at a previous institution for a degree program and specialization offered at NU to determine transfer of credit applicability.

**Note:** Students who complete a Master's degree program at NU may be eligible to satisfy a maximum of 6 doctoral credits in their doctoral program using credits from their conferred Master's degree. Students must receive written verification from the School Dean (or their designee) at the time of application to their doctoral program that classes from the conferred Master's degree meet requirements for the doctoral program.

**Example:** MBA-5102 could be used to satisfy BTM-7101.

## **Graduate Credit from Foreign Institutions**

The University may accept transfer or waive credit if an official class-by-class evaluation from an approved credential evaluation agency is supplied. NU will accept credential evaluations through any evaluation agency accredited by the National Association of Credential Evaluation Services (NACES). In addition, credential evaluations by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) are also accepted.

## **Military Transfer Credits**

As recommended by the American Council on Education (ACE), United States military training, testing, and other appropriate academic experience may be considered for transfer into a National University degree program. Except for military training classes specifically designated by ACE as equivalent to graduate classwork, military transfer credit will be limited to undergraduate programs.

NU will accept the minimum semester credits, levels of study, and subject areas recommended by the American Council on Education (ACE) on all military training classes, selected Military Occupation Specialties (MOS) and Ratings.

The maximum amount of transfer credit granted for military education is 90 semester credit hours. An additional nine (9) credits of correspondence classwork may be granted for active or veteran students who served in the Marine Corps.

## **Acceptable Transcripts and Credits**

Military training and experience must be documented on an official military transcript system supported by ACE credit recommendations. These include AARTS (Army American Council on Education Registry Transcript System), SMARTS (Sailor Marine American Council of Education Registry Transcript System), CCAF (Community College of the Air Force), USCGI (United States Coast Guard Institute), or similar.

College transcripts sent directly to the Army National Guard Institute or other partnership agency and forwarded to NU with the original envelope showing that it was not received by the student may be accepted as official transcripts.

The recommended ACE credit must appear on an official transcript from the institution where they were earned. Work that is not documented on an official military transcript system may be considered on an individual basis when proper military documentation of military class completion is presented to NU for assessment.

## **Classwork Credits**

Transfer credit for military or veteran applicants at the undergraduate level toward graduate degrees are accepted by NU on the following basis:

- Undergraduate credits must be completed at an institutionally accredited post-secondary institution and must be earned with a grade of "C-" or better.
- Graduate credits must be completed at an institutionally accredited post-secondary institution and must be earned with a grade of "B" or better.
- Military training or classwork must have been evaluated by an outside agency (i.e. ACE, institutions of higher learning) for academic content and semester credit equivalency.
- Classes accepted in transfer must relate to the program and degree being pursued and must be equivalent to the degree program requirements, including specified electives.

## **Military Experience Credits**

Credit for military experience may be awarded based on Army MOS, Navy Ratings, Marine Corps MOS, and/or Coast Guard Ratings. The School Dean or designee shall determine the equivalency and transfer credit for each MOS or rating matched to a graduate degree program or concentration.

Credit awarded based on a rating or MOS may not duplicate any credits given for military training. Credit awarded is limited to primary ratings and duty ratings with a minimum of one-year experience. Credit for Army MOS will be limited to levels 30-50 and will not include secondary MOS. Similar levels will be effective for other services.

## **Transcript Evaluation for Students Using VA Education Benefits**

In addition to transcripts needed to meet Basis for Admissions requirements, for students electing to use VA Educational Benefits, such as GI Bill®, NU will inquire about all previous education and training, and request transcripts from students for all prior institutions. This includes transcripts for military training, traditional college classwork, and vocational training. A copy of an unofficial transcript is sufficient for the purpose of an initial evaluation. Transcripts for education and training from prior institutions will be evaluated and credit will be granted, as appropriate, per the University's Transfer Credit Policy.

## **Veteran Readiness and Employment (VR&E)**

VR&E is a VA Chapter 31 benefit.

Prospective students eligible for VR&E benefits must work with an Advisor to prepare the documents required below. The Advisor will submit a VR pre-evaluation request with the following information to the Military Evaluations Team.

1. Student name
2. DOB
3. Program of interest
4. Name and contact information of the Vocational Rehabilitation Counselor assigned to the student.

For Undergraduate programs: Official or unofficial transcripts from all previously attended postsecondary institutions, including any military transcripts such as a JST. For Graduate programs: Official or unofficial transcript from degree-granting institution.

Once eligibility is determined, a letter will be sent to the Vocational Rehabilitation Counselor (VRC) listing the classes that the recipient still needs to complete for the requested degree program. This letter, which will be submitted on letterhead and emailed to the VRC, will furnish a cost estimate. National University will provide up to three different program estimates for each recipient. Students must have a pre-evaluation and Vocational Rehabilitation sponsor approval before enrolling in any classes. The recipient will have exactly one year from the date of the pre-evaluation to take advantage of this contract and retain the catalog rights as stated in the contract. For questions or additional information, please contact [militaryevaluations@nu.edu](mailto:militaryevaluations@nu.edu).

## **Approval For the Training of Veterans**

National University is approved for the training of veterans under Title 38 of the U.S. Code, Chapters 30, 31, 32, 34, and 35. The University is also authorized for active-duty tuition assistance.

Questions regarding pre-evaluations and degree progress audits of military students may be submitted to student's academic advisor or the Military Evaluations Team ([militaryevaluations@nu.edu](mailto:militaryevaluations@nu.edu) or 858-642-8047).

## **Class Applicability For Veteran Students Using VA Benefits**

(Applies to all GI Bill® Educational Programs)

U.S. Department of Veterans Affairs pays GI Bill® benefits for students in pursuit of one educational degree at a time. Only classes that satisfy the minimum requirements outlined by the curriculum guide or graduation evaluation form can be certified for VA purposes. A curriculum guide or graduation evaluation form should be kept in the student's file. When a student takes a class that does not fulfill a program requirement, it cannot be certified for VA purposes. Excessive free electives, for example, cannot be certified.

National University students are responsible for notifying the Veterans Affairs Department of any change of status, class schedule changes, or unsatisfactory progress.

## **Credit for Prior Learning (CPL)**

National University (NU) recognizes that learning occurs in many settings beyond the traditional classroom. Mastery of college-level knowledge and skills may result from experiences such as employment, military service, noncollegiate training programs, advanced high school classwork, and self-directed study. Through Credit for Prior Learning (CPL), NU evaluates and awards academic credit for documented, measurable competencies that align with its curriculum.

CPL offers students an opportunity to accelerate their education by earning credit for verified learning achievements. Credit is awarded based on demonstrated knowledge, skills, and competencies, not solely on experience. Each CPL request is evaluated individually to ensure alignment with NU's academic standards and class outcomes.

The maximum number of credits awarded through CPL varies based on the source of credit. Detailed limits and guidelines are available in the Credit for Prior Learning Manual.

## **Student Eligibility**

To be eligible to request CPL credit, students must:

- Be admitted to National University.
- Declare an official program of study.
- Be able to provide complete and accurate official documentation of their prior learning experience.

## **Undergraduate Credit for Prior Learning Pathways**

The maximum number of credits awarded through CPL varies based on the source of the credit. The credits may be from the following sources:

1. A maximum of 15 semester credit hours may be earned for:
  - Excelsior College Examinations.
  - Council for Adult Experiential Learning (CAEL) Portfolio.
  - Departmental examinations at National University (Credit by Examination).
2. A maximum of 45 semester credit hours may be earned by:
  - College Level Examination Program (CLEP) examinations.
3. A maximum of 30 semester credit hours may be earned by:

- Advanced Placement Examinations (AP) at the lower-division level.
  - International Baccalaureate Examinations (IB) at the lower-division level.
  - Defense Activity for Non-Traditional Education Support (DANTES) & DANTES Subject Standardized Tests (DSST).
  - Credit recommended in the ACE National Guide for Non-Collegiate credit.
4. A maximum of up to 90 semester credit hours may be allowed for:
    - Military experience and military schools that have been evaluated by ACE. An additional 6 semester credit hours of correspondence credit is available to active or veteran Marine Corps students.
    - Local, state, and federal law enforcement training recommended by ACE and such credit as is listed on a transcript from an institutionally accredited academic institution.
  5. A maximum of 30 semester credit hours of lower-division credit may be allowed for clinical classes for a registered nurse who is a graduate of a three-year hospital nursing school. Up to 15 semester credit hours of additional lower-division credit may be granted for academically equivalent classwork.

More information on testing sites and preparation for CLEP or Excelsior College exams can be found at <http://www.nu.edu/testingervices>. Students can also contact the Testing Center at 858-541-7951 or email [testingervices@nu.edu](mailto:testingervices@nu.edu).

Students may earn CPL credit through the following pathways:

1. **Industry-Based Credentials:**
  1. Credit awarded for certifications, licenses, or credentials recognized by industries and employers for skill validation in employment or advancement.
2. **Employer-Based Training:**
  1. Credit may be awarded through approved employer-based training programs and certificates.
3. **Military Training and Classes:**
  1. Credit awarded for military training and experience evaluated by the American Council on Education (ACE) or through internal faculty review when ACE recommendations do not apply.
4. **Credit by Examination: [NU Testing](#)**
  1. Undergraduate students may earn class credit by passing NU-approved departmental examinations that assess subject-specific knowledge. NU
5. **Alternative Online Training Programs:** Credit may be awarded through partnerships with recognized online learning platforms:
  1. StraighterLine: Offers more than 70 online classes eligible for transfer as CPL credit. [www.Straighterline.com](http://www.Straighterline.com)
  2. SOPHIA Learning: Provides more than 60 college-level classes eligible for CPL credit. [www.sophia.org](http://www.sophia.org)
  3. Excelsior College Examinations: Credit for successful completion of an Excelsior College Examination can be applied toward general education, preparation for the major, or general lower-division elective credit. [Online Courses | Excelsior University](#).
6. **International Baccalaureate (IB): [www.ibo.org](http://www.ibo.org)**
  1. Credit awarded to students who complete Higher Level (HL) examinations with a qualifying score of 5 or higher, applicable toward degree requirements. No credit is awarded for IB standard-level passes. An official transcript must be received to award credit.
7. **National Standardized Examinations:** Recognized exams that assess college-level learning, including:
  1. Advanced Placement (AP): [www.collegeboard.com](http://www.collegeboard.com)
    1. Credit for qualifying scores on Advanced Placement exams, applicable toward general education or major requirements.

2. The AP Code for National University is 0470.
2. DANTES Subject Standardized Tests (DSST): <http://getcollegecredit.com>
  1. Credit for passing scores on exams across disciplines such as Social Sciences, Math, Business, and Humanities.
  2. The DANTES code for National University is 7858.
3. College Level Examination Program (CLEP): [www.collegeboard.com/clep](http://www.collegeboard.com/clep)
  1. Credit for passing scores on over 30 subject-specific exams.

CPL provides a structured pathway for students to receive academic credit for prior learning, helping them achieve their educational goals more efficiently.

## Graduate Credit for Prior Learning Pathways

The University awards credit for:

1. **Industry-Based Credentials:**
  1. Credit awarded for certifications, licenses, or credentials recognized by industries and employers for skill validation in employment or advancement.
2. **Military Training and Classes:**
  1. Credit awarded for military training and experience evaluated by the American Council on Education (ACE) or through internal faculty review when ACE recommendations do not apply.
3. **Employer-Based Training:**
  1. Credit may be awarded through approved employer-based training programs and certificates.
4. **Challenge Examinations: [NU Testing](#)**
  1. Graduate students may waive certain class requirements by demonstrating subject proficiency through NU-approved departmental examinations. [Click here](#) for more information about Challenge Exams.

For detailed information regarding eligibility, application procedures, and maximum credit allowances, students should refer to the Credit for Prior Learning Manual or contact their Academic and Finance Counselor.

## Prior Learning Credit Equivalency Chart

The charts below outline the minimum score requirements, credit amounts, and applicable uses of credit at NU, categorized by specific prior learning credit types. If not listed in a chart, please search the [National University Class Equivalency Site](#).