



Dear Prospective Student:

Thank you for your interest in Southwest College of Naturopathic Medicine. Students with a professional program degree (MD, DO, DC, DDS, L.Ac., etc.) may apply for advanced standing status. Please note that only graduate level coursework is transferable. Advanced standing status is determined on an individual basis depending on academic status and the type of program completed.

SCNM's curriculum is based on a 16-quarter track system. Advanced standing students are required to fulfill the total number of credit hours outlined in the current catalog at the time of matriculation. **Advanced standing status does not guarantee that a student will graduate in less than the normal four years it takes other students to complete the program.**

The applicant must complete and submit an evaluation request form, along with all required materials, at least three months prior to matriculation. There is a \$300 non-refundable evaluation fee that is good for one year. This fee covers a thorough transcript evaluation which examines course equivalency, content, and classroom contact hours. The applicant must submit a college catalog, including course descriptions, **from the year(s) courses were completed.** Please send official transcripts from all schools attended, as well. Course syllabi and/or course examinations may also be required.

Attached you will find the evaluation request form as well as our current advanced standing and transfer credit policies. Your evaluation will be sent to you 8-12 weeks after the request and all of the required materials are received. Feel free to contact me with any questions. I look forward to working with you!

Sincerely,

Tammy Guddeck
Academic Advising Specialist



Office of The Registrar – Advanced Standing Evaluation Request

Please complete this form and return it to the Academic Advising Specialist with payment. Advanced Standing requested prior to acceptance does not guarantee admission. All advanced standing fees are non-refundable and are good for one year only. Materials should be submitted at least three months prior to matriculation.

Name _____ **Professional Degree** _____

Have you been accepted to SCNM? (circle one) Yes No

If not, have you submitted an application for Admission? (circle one) Yes No

Projected Matriculation Date (Admission dates for non-AS students are Fall and Spring)

____ Fall ____ Spring ____ Summer ____ Winter Year _____

Type of Evaluation requested:

____ Professional Degree Advanced Standing

____ International Advanced Standing

I understand that my advanced standing materials will be reviewed based on course content and classroom contact hours. I understand that I will first receive an initial evaluation which may not be finalized until I am accepted to SCNM. I acknowledge that Advanced Standing status does not guarantee it will take me less than the normal four years to obtain my Naturopathic degree.

Applicant Signature _____ **Date** _____

Advanced Standing Checklist:

- ____ Completed and signed Advanced Standing Request
- ____ Check or money order for \$300 made payable to SCNM (do not mail cash)
- ____ Official transcripts
- ____ College catalog(s) or course descriptions from dates attended
- ____ Foreign Transcript Evaluation (if applicable)

Submit all materials to:

Tammy Guddeck, Academic Advising Specialist
 Southwest College of Naturopathic Medicine
 2140 E. Broadway Rd.
 Tempe, AZ 85282

Your evaluation will be sent to you 8-12 weeks after your request and all of the required materials are received.

To be completed by Academic Advising Specialist

Payment Received: (circle one) Check Money Order Date: _____

Materials Received: _____ Official Transcripts Date: _____

 _____ College Catalog or course descriptions Date: _____

 _____ Foreign Transcript Evaluation (if applicable) Date: _____

Copy of Initial Evaluation sent to student and copied to file Date: _____

Acceptance of initial evaluation received Date: _____

Transfer Credit Policy

SCNM 2007-2008 Catalog, pg. 14

The possibility of transfer credit should be determined during the admission process for transfer or advanced standing students, or before the start of the course in question. Only graduate-level coursework (master's or doctorate) is considered for transfer credit. Courses considered for transfer must have been completed at institutions with candidacy status or accredited by those bodies recognized by the profession or region as accrediting agencies. Only transfer coursework completed prior to matriculation at Southwest College may be applied toward transfer credit. The transfer credit is determined on an individual basis depending on academic standing, the type of program, degree and courses completed.

Coursework completed more than 10 years prior to matriculation may require a challenge examination, with appropriate fees. Direct transfer of courses is also contingent upon equivalent hours, equivalent content and a grade of "C" (based on the institution requirements or standards) or higher from an accredited or candidate institution as defined above. SCNM reserves the right to require a competency and/or evaluation or challenge examination, which may result in additional fees. Clinical training credit cannot be transferred or challenged, with the exception of credit completed at another accredited naturopathic institution. Courses used to satisfy admissions prerequisite requirements cannot be used for transfer. The student should submit a college catalog with course descriptions for all courses to be considered for transfer.

There is a \$300 fee per evaluation for advanced standing and to determine the transfer of 20 credits or more. To determine the transfer of 19 credits or less, there is a \$50 per course fee (not to exceed \$300). This fee is waived for transfer applicants from other Naturopathic institutions. Transfer credits are counted toward the total hours required for graduation, but are not counted toward the GPA. Petitions for transfer credit are available in the Enrollment Services Center or Registrar's Office

Professional Degree Advanced Standing

SCNM 2007-2008 Catalog, pg. 14

Students entering the Naturopathic Medicine program who have graduated from a domestic or foreign accredited professional school or program (i.e., MD, DO, DC, DDS, etc), may apply for advanced standing status with the registrar's office. All applicants should submit a completed advanced standing evaluation form a minimum of three months prior to matriculation. There is a \$300 non-refundable transcript evaluation fee (good for one year) that should be submitted to the Admissions Office with the completed application for admission. (See Transfer Credit Policy, this page.)

Advanced Standing Policy

SCNM 2007-2008 Catalog, pg. 14

Advanced standing status is determined on a case-by-case basis, depending on academic standing, the type of program, degree and courses completed. Advanced standing students are required to fulfill the same number of credits required in the catalog. They must complete the program, in the time determined upon the transfer evaluation, in accordance with the number of credits transferred. (See Completion Time Policy, p. 21). Advanced standing students must meet quarterly with the academic advising specialist during registration and will not be allowed to have concurrent enrollment or register for courses for which they do not have the required prerequisites or co-requisites without prior approval. Determination of advanced standing status prior to acceptance does not guarantee admission. If an applicant did not accept admission to SCNM and reapplied to enroll at a later date, the student is subject to all fees upon second application.

International Transfer

SCNM 2007-2008 Catalog, pg. 15

Coursework taken at an international institution must meet standards approved by the National Council on the Evaluation of Foreign Education Credentials and Transcripts. Course descriptions and syllabi must be translated and evaluated by an international transcript evaluation service. The applicant should request a subject analysis transcript evaluation, which must include grades, credits and equivalencies. Fees for this service are the responsibility of the applicant. Report results should be mailed directly to the Admissions Office and must be received before an evaluation of the applicant's file can begin. Please see Transfer Credit Policy (p.14). It is recommended that foreign medical doctors take the United States Medical Licensing Examination (USMLE).