



Dear Prospective Student:

Thank you for your interest in Southwest College of Naturopathic Medicine. Students with graduate course-work or transferring from another Naturopathic Institution may apply for transfer credit. Transfer credit is determined on an individual basis depending on academic standing, the type of program, degree and courses completed.

SCNM's curriculum is based on a 16-quarter track system. Students with transfer credit are required to fulfill the total number of credit hours outlined in the catalog at the time of matriculation. **Transfer 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 possibility of transfer credit should be determined during the admission process or before the start of the course in question. Only transfer coursework completed prior to matriculation at Southwest College may be applied toward transfer credit. Transfer credits are counted toward the total hours required for graduation, but are not counted toward the GPA.

Transfer Credit may apply to students with graduate course-work (Master's or Doctorate) in Psychology, Research, Public Health, Pharmaceuticals, Natural Medicine, and the Basic Sciences (Anatomy, Histology, Physiology, Microbiology, Biochemistry, etc.). Transfer students are those transferring from another accredited Naturopathic College. 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.

Direct transfer of courses is contingent upon equivalent hours, equivalent content and a grade of "C" or higher. Coursework completed more than 10 years prior to matriculation may require a challenge examination, with appropriate fees. 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. Courses used to satisfy admissions prerequisite requirements cannot be used for transfer.

There is a \$300 non-refundable evaluation fee 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 covers a thorough transcript evaluation which is good for one year. The fee is waived for transfer applicants from other Naturopathic institutions.

The applicant should complete and submit an evaluation request form, along with all required materials, at least three months prior to matriculation. Please submit a college catalog, including course descriptions, **from the year(s) courses were completed.** Official transcripts from all schools attended should be sent, as well. Course syllabi and/or course examinations may also be required.

Attached you will find the evaluation request form. 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

Transfer Credit Policy

SCNM 2006-2007 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. 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.

Professional Degree Advanced Standing

SCNM 2006-2007 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 2006-2007 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. 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 2006-2007 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).