



Dear Prospective Student:

Thank you for your interest in Southwest College of Naturopathic Medicine. Students with graduate course-work, transferring from another Naturopathic Institution or having a Professional Degree (** see below) may apply for transfer credit. Advance Standing and Transfer credit is determined on an individual basis depending on academic standing, the type of program, professional degree and specific courses as well as when the degree and/or courses were completed, as described below.

SCNM's curriculum is based on a 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.). 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.

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 \$75 per course fee (not to exceed \$300). This fee covers a thorough transcript evaluation which examines course equivalency, content, and classroom contact hours, and 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 if course descriptions are not specific enough.

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



Office of The Registrar – Transfer Credit /Advance Standing Evaluation Request

Please complete this form and return it to the Academic Advising Specialist with payment. Transfer credit requested prior to acceptance does not guarantee admission. All fees are non-refundable and are good for one year only. Materials should be submitted at least three months prior to matriculation, and may be sent via email or fax to addresses indicated below. .

Name _____

Subject area of graduate coursework/Degree earned _____

School(s) attended _____

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 candidates are Fall and Winter)
_____ Fall _____ Winter Year _____

Type of Evaluation requested:

- _____ Transfer from an accredited Naturopathic Medical College
- _____ Transfer credits from graduate coursework

I understand that my transfer credit 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 transfer credit status does not guarantee it will take me less than the normal four years to obtain my Naturopathic degree.

Applicant Signature _____ Date _____

Transfer Credit Request Checklist:

- _____ Completed and signed Transfer Credit Evaluation Request
- _____ Check or money order for \$300 made payable to SCNM (do not mail cash). No fee for students transferring from another accredited Naturopathic School.
- _____ Official transcripts
- _____ Syllabi, or course descriptions from dates attended

Submit all materials to:

Tammy Guddeck, Academic Advising Specialist
Southwest College of Naturopathic Medicine
2140 E. Broadway Rd.
Tempe, AZ 85282
t.guddeck@scnm.edu (email) Fax: 480-222-9432 (direct) Fax 480-858-9116 (RO) Phone 480-222-9232

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 N/A Date: _____

Materials received: _____ Official transcripts Date: _____
 _____ College catalog or course descriptions Date: _____

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

Transfer Credit Policy

SCNM 2010-2011 Catalog, pg. 12-13

The possibility of transfer credit should be determined during the admissions process for transfer and advanced standing students. Only graduate-level coursework (masters or doctorate) is considered for transfer credit. Courses considered for transfer credit 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 SCNM may be applied toward transfer credit, with the exception of approved coursework taken while dual enrolled at Phoenix Institute of Herbal Medicine and Acupuncture (PIHMA) (see Students Attending PIHMA). The transfer credit is determined on an individual basis depending on academic standing, the type of program, degree, and courses completed.

In all cases, the equivalent of a minimum of two calendar years of full-time enrollment is required to receive a degree from SCNM. The Registrar's Office, in conjunction with the department chairs and the Dean of Medical Education, makes determinations of acceptable transfer credits. Coursework completed more than ten years prior to matriculation may require a challenge examination (see Challenge Examinations, p. 37), 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 credits completed at another accredited naturopathic institution. These exceptions are reviewed on a case-by-case basis. Courses used to satisfy admissions prerequisite requirements may not be used for transfer. Exceptions are reviewed on a case-by-case basis. The student must submit a college catalog with course descriptions for all courses to be considered for transfer; submitting course syllabi is strongly encouraged. Credits transferred in from an approved institution will count toward the maximum completion time as outlined in SCNM's Satisfactory Academic Progress Policy.

There is a 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 per-course fee (see Tuition and Fee Schedule, p. 14). 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 credits are available in the Student Enrollment Services Center or Registrar's Office.

****Professional Degree Advanced Standing**

SCNM 2010-2011 Catalog, pg. 13

Students entering the Doctor of 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 non-refundable advanced standing/transcript evaluation fee (good for one academic year) (see Tuition and Fee Schedule, p. 14) that should be submitted to the Admissions Office with the completed application for admission. (See Transfer Credit Policy, p. 12.)

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 and in accordance with the number of credits transferred (see Completion Time Policy, p. 41). Advanced standing students must meet quarterly with the Academic Advising Specialist during pre-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 Advanced Standing and Transfer

SCNM 2010-2011 Catalog, pg. 13

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 equivalences. 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 (see Transfer Credit Policy, p. 12). It is recommended that foreign medical doctors take the United States Medical Licensing Examination (USMLE).