Dear Prospective Student:

Thank you for your interest in Southwest College of Naturopathic Medicine (SCNM)!

Students with applicable 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.

Students who completed coursework more than 7 years ago can only receive transfer credit by successfully passing competency exams. Students are eligible to take a competency exam if supporting documentation (transcripts, course descriptions, and syllabi as necessary) verifies that they have passed equivalent course. Competency exams will be administered prior to the start of the Fall and Spring Term and are subject to a special exam fee of $150 per exam.

SCNM's curriculum is based on a 15 quarter track system. Students with transfer credit are required to fulfill the total number of credit hours outlined in the catalog. **Transfer status does not imply or guarantee that a student will graduate in less than four years.** The possibility of transfer credit is determined after a student is accepted into the program. Only transfer coursework completed prior to matriculation at SCNM 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 applicable graduate course-work (Master's or Doctorate). Courses considered for transfer must have been completed at accredited institutions by those bodies recognized by the profession or region as accrediting agencies.

There is a $300 non-refundable evaluation fee to determine credit transfer and/or eligibility to sit for competency exams. 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 the attached evaluation request form, along with all required materials, at least 12 weeks prior to matriculation. Please refer to the attached document for a list of all necessary documents that must be submitted. Your evaluation will be sent to you 8-12 weeks after receipt of the request and all of the required materials are received.

Upon matriculation, all first quarter course transfer evaluations, including all competency examinations, must be completed prior to the start of the second quarter. All other courses must be finalized by start of the student's second quarter. Courses not approved for transfer by this time must be taken at SCNM.

Feel free to contact me or your admissions representative with any questions. We look forward to working with you!

Sincerely,

Academic Advising Specialist - Registrar's Office
Member of Transfer Committee
Transfer Credit Evaluation Request

Please complete this form and return it to your admissions representative with payment. All fees are non-refundable; the evaluation is good for one year assuming there have been no changes in Program of Study. Materials should be submitted at least 12 weeks prior to matriculation.

Name: ________________________________

Subject area of graduate coursework/Degree earned: ________________________________________________

School(s) attended: ________________________________________________________________

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

Projected Matriculation Date:

_____ Fall  _____ Spring  Year _______________

Type of Evaluation requested:

_____ Transfer from an accredited Naturopathic Medical College

_____ Transfer credits from graduate coursework (coursework completed less than 7 years ago)
   If you have been in practice, please list practice dates __________________________

_____ Eligibility to sit for competency exams (coursework completed more than 7 years ago). Competency exams must be taken prior to matriculation for quarter one courses; all other courses prior to quarter two.
   If you have been in practice, please list practice dates __________________________

Please read the following statements and sign below:

- I understand that my transfer credit materials will be reviewed based on course content and classroom contact hours.
- I understand that my evaluation will not begin until **all** transcripts, syllabi and course descriptions have been received.
- I understand that my evaluation may take up to 8 - 12 weeks to be completed after receipt of all materials.
- I understand that direct transfer of courses is contingent upon equivalent hours, equivalent content and a grade of “C” or higher
- I acknowledge that even with transfer credit status it will take a minimum of four years to obtain my Naturopathic degree.
- I acknowledge that with transferred credits, I may not be enrolled in enough credits to receive financial aid during some quarters
- I acknowledge that clinical rotations will not transfer (there may be limited exceptions for ND transfer students)
- I acknowledge that GNMP (General Medical Practice/“-ology” courses will not transfer and must be taken as part of SCNM program of study (there may be limited exceptions for ND transfers)
- I acknowledge that I have read the attached Transfer credit policy as it appears in the College Catalog.

Applicant Signature ________________________________ Date __________________________

My signature indicates that I have read and acknowledge the above statements.
Transfer Credit Request Checklist – please submit the following to your admissions representative

____ 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.
____ Transcripts from all graduate level institutions for all courses to be considered for Transfer Credit
____ Syllabi, or course descriptions from dates attended for all courses to be considered for Transfer Credit
____ Completed Competency Exam Transfer Credit form, if requesting to sit for competency exams
____ Copy of board scores if applicable, (e.g. NPLEX I, Chiropractic, USMLE, etc)
____ Copy of license, if applicable (e.g. MD, DC, LaC, etc)
____ Copy of CV, including dates of practice, if applicable

Submit all materials to:

Admissions Department
ATTN: your Admissions Representative
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.

Please see the SCNM College Catalog for a complete description of the transfer credit policy.

To be completed by Admissions Representative/AAS

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Evaluation sent to student and copied to file

Date: _______________

Transfer of credits completed

Date: _______________