NSU Request for Prior Approval of Transfer Credit

Any student who is currently enrolled at NSU and wishes to take coursework at another institution or by correspondence is required to fill out a “Request for Prior Approval of Transfer Credit” form. Students may not receive credit for work taken concurrently at another college or university without prior written approval from their academic dean.

Name: ___________________________ Student I.D: ____________________ Date: _________________

Student Local Address: _____________________________    ___________________   ________     _____________
(Street)                    (City)  (State)            (Zip Code)

Major: _____________________ I Plan to Attend: ___________________________________________________
School name, city and state

I plan to attend during this Semester: ___________________ Are you a candidate for graduation? Yes☐ No☐

NSU Course                                                                 Equivalent Credit
(Name and Number, i.e. MATH 1020)                                  (Provided by Registrar's Office)

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

The following regulations govern the taking of coursework elsewhere or by correspondence:
1. Permission to take courses elsewhere will be granted only to students who are or have been enrolled at NSU.
2. Permission will not be granted to students who are on academic suspension.
3. The student must provide the course number of the NSU course for which he or she is seeking equivalent credit.
4. A University Registrar's Office evaluator will provide the equivalent course number for the institution the student plans to attend.
5. The student’s Dean has the final approval for the student to take the course elsewhere.
6. Twenty-five (25%) of the semester hours required for the degree at NSU must be earned through instruction at NSU.
7. It is the student’s responsibility to see that an official transcript is mailed to NSU by the other institution.

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1. Signed: _________________________________________________________        Date: ___________________
   Student

2. Evaluated: ______________________________________________________      Date: ___________________
   Registrar's Office

3.  Approved: ______________________________________________________     Date: ___________________
   Academic Dean

Note: Students enrolled in a teacher certification program must obtain approval from the Dean of their teaching major (e.g., Early Childhood; Family and Consumer Science; Health and Human Performance; Music Education) and the Dean of the College of Education.

4.  Approved:  _____________________________________________________     Date: ___________________
   Dean of the College of Education (If required—see note above)

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Copy of form sent by Dean to:   Student: ☐   Registrar's Office: ☐  Advisor: ☐

Original form is maintained by Dean’s Office in student’s file.
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