



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 (Please check one.)

NSU Course
(Name and Number, i.e. MATH 1020)

Equivalent Credit
(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.

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)

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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