1. Go to <http://www.norwich.edu/registrar/>
2. Use the link for “Transfer credit approval”
3. On the page
<http://www.norwich.edu/registrar/transfer-credit-approval/>,
click on “Click here“:

4. On the page “Transfer Credit Equivalencies,”
click on “Choose State/Province/Country” and select your desired geographical area (e.g., for this example, Maryland):

(continued on next page)
5. On the next page labeled “Transfer Credit Equivalencies,” select a school that is convenient to your location if you plan for on-site training. In this example, you can see the choice of Montgomery College Rockville:

![Transfer Credit Equivalencies](image)

6. At the bottom of this page, you will see a list of all the courses at the selected institution that have already been approved for transferring credit to your Norwich University degree program:

![Table of Transferred Courses](image)
7. The blue highlight box shows the Norwich University courses that have been declared equivalent to the courses on the left. (The “Norwich” label is in the wrong place in the table.)

8. If you absolutely cannot find an acceptable, already-approved course for transfer credit, you will have to go through the laborious process of documenting how a new course somewhere else is equivalent to a Norwich course. You will have to provide full details of the proposed course to the NU course instructor for approval, then get approval by the department chair of that course, and finally get your advisor’s signature and approval from the Registrar’s Office. NEVER take an unapproved course for credit without getting PRIOR approval – you may never get credit otherwise!