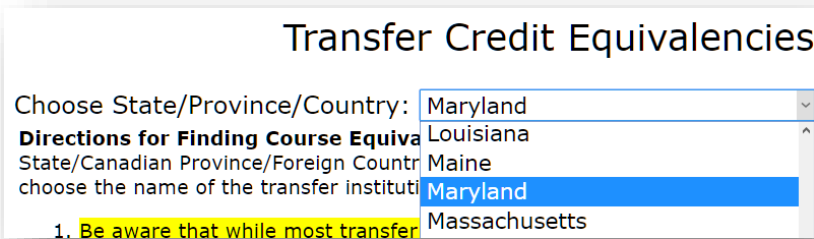# HOW TO FIND COURSES THAT HAVE ALREADY BEEN APPROVED FOR TRANSFER INTO NORWICH
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1. Go to < http://www.norwich.edu/registrar/ >

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)

**HOW TO FIND COURSES THAT HAVE ALREADY BEEN APPROVED FOR TRANSFER INTO NORWICH**
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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

Choose State/Province/Country: Maryland

Choose School | Choose School
Montgomery College Rockville
Morgan St Univ

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:

**TRANSFER CREDIT PROCESS**
Transfer courses are evaluated on a course-by-course basis. Courses must be taken at accredited institutions of higher learning, and must show a grade of "C" or higher on an official transcript sent from the institution directly to the Office of the Registrar at Norwich University.

Norwich must receive one of two items for the transfer credit evaluation to take place: 1. The URL of the institution where the course was taken; or 2. A copy of the paper catalog of the institution. Scanned descriptions of the courses are not accepted unless they are an additional piece of information to the URL or paper catalog. Norwich sends digital images of the information to the faculty to evaluate the courses, so to get the quickest response from Norwich one should send the URL and a scanned copy of the description. Anything other than that will yield a slower process.

- o Transfer work does not affect the grade point average.
- o All credit granted will be in semester hours. Quarter credits are converted to semester credits by multiplying by 2/3. For any other questions regarding credit conversion, please contact the Office of the Registrar.
- o Courses with 0XX, 1XX, XXX designations indicate that the credit(s) have transferred but with no specific course comparability at Norwich. Students must use their "Degree Audit" software and meet with their academic advisor to understand where or if these courses are credited in meeting the degree requirements of the major.

| Montgomery College Rockville | | | | | Norwich | | | |
|---|---|---|---|---|---|---|---|---|
| GROUP | YEAR | COURSE | MIN GRDE | TITLE | SUBJECT | COURSE | TITLE | CREDITS |
| | 2004 | AC201 | C | ACCOUNTING I | AC | 205 | Principles of Financial Acctg | 4 |
| | 2004 | AR209 | C | ARCHITECTURAL HISTORY AN-1400 | FA | 201 | History/Theory Architecture I | 3 |
| | | AR210 | C | Arch History : 1400 to Present | FA | 201 | History/Theory Architecture I | 3 |
| | | BI101 | C | GENERAL BIOLOGY | BI | XX | Biology Lab Elective | 4 |
| | | CA120 | C | COMPUTER APPLICATIONS I | IS | 120 | Bus Appl & Prob Solvin.Tech | 3 |
| | | CT107 | C | Prin of Sub & Green Arch | AP | 225 | Intro Passive Envir. Systems | 3 |
| | 2004 | CT130 | C | CONSTR. MTHDS & MATERIALS | AP | 325 | Materials, Construct & Design | 3 |
| | 2004 | CT142 | C | INTRO TO ARCHITECTURAL GRAPHIC | AP | 106 | Architectural Drafting | 3 |

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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!

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