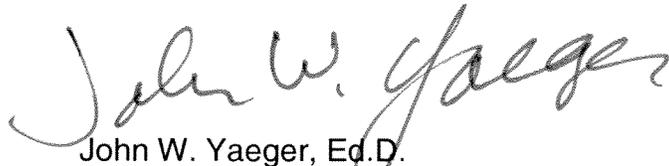


**National Defense University Policy
For
Transfer of Credits**

1. **PURPOSE.** This instruction establishes the internal and external process and procedure for transferring credits at the National Defense University (NDU).
2. **APPLICABILITY.** This instruction applies to all NDU Colleges, special components, research institutes, and offices who seek to award transfer of credits within NDU Colleges and from other institutions toward program or degree requirements.
3. **POLICY:**
 - a. *As a normal practice, degree-granting Colleges at NDU do not accept transfer credits.*
 - b. Specifically, the cohort programs, at the Information Resources Management College, the Industrial College of the Armed Forces, the Joint Forces Staff College/Joint Advanced Warfighting School, and the National War College, do not accept transfer credits.
 - c. On a case-by-case basis, NDU and the College of International Security Affairs, may accept a student's request to transfer credits earned at another institution to partially fulfill the requirements of an NDU program. Transfer of credit refers to courses students take outside of the College in which they are matriculated for the purpose of satisfying degree or program requirements.
 - d. A student may not transfer more than six (6) credits to NDU. The student must have completed the course no more than 5 years prior to the date of the request to transfer the credits.
 - e. Acceptance of transfer credits at NDU is discretionary on the part of the College and the University. Courses requested for transfer must be a "B" or better.
4. **PROCEDURES:**
 - a. Students seeking approval to transfer credits earned at another institution should contact their individual College's Academic Affairs Office. Students should include the following documents in their request for transfer credit:

- i. an official transcript of the institution that awarded the credits the student seeks to transfer; and
 - ii. the course syllabus for credits the student seeks to transfer.
- b. The College will evaluate the documents to determine if the requested courses are equivalent and relevant to the College's course offerings and program requirements. The College will prepare and forward a package to the NDU Registrar's Office with a recommendation based on their internal evaluation process.
 - c. The NDU Registrar will review the package for process consistency and confer with the College as necessary. Once the package is signed, the documents are sent back to the College for archiving.
 - d. In case of issues or challenges, The NDU Office of Academic Affairs will make the final decision on all requests to transfer credits to apply to an academic program at an NDU College.
5. GRADES and TRANSCRIPTS. Transferred credits will appear on the student's transcript as transfer credits and the grade earned at the other institution will not be recorded or included in any computation of grade point average or used for computation of any grade-based metric used by the College or NDU.



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