

New Meridian University

Doctoral Transfer Credit Policy

Section 1 Purpose and Scope

This policy establishes how New Meridian University evaluates doctoral coursework completed at other colleges and universities for transfer credit. Initial transfer requests must be submitted during admissions and resolved before the first NMU course begins. The policy also governs approved transfer records, corrections, withdrawal of invalid credit, applicability following approved program changes, and transferability of NMU credit to other institutions.

Prior coursework is evaluated for academic level, content, learning outcomes, credit value, and relevance to the intended degree program. Transfer credit is awarded only when the University verifies the supporting documentation and determines that the coursework satisfies institutional standards and applicable program requirements.

Admission to New Meridian University does not guarantee acceptance of transfer credit. Approved credit applies only to the degree requirements identified in the University's written evaluation. Students remain responsible for completing all remaining program and graduation requirements.

Section 2 Transfer Credit Limits and Application

New Meridian University permits a maximum of six semester credits of approved doctoral coursework transferred from all prior institutions combined. Transfer credit may satisfy elective requirements only.

Each transferred course must independently satisfy the academic level, content, learning outcomes, and credit requirements of a specific NMU elective. Similar course titles alone do not establish equivalency. Partial elective substitutions are prohibited. Multiple external courses cannot be combined to establish equivalency to one NMU elective.

Quarter credits are converted to semester credits by multiplying the verified quarter credit value by two-thirds. For international coursework, NMU uses the semester credit equivalency established by the approved credential evaluation. Credits cannot be rounded up to satisfy an elective requirement. The accepted credit cannot exceed either the verified semester credit equivalent earned or the credit value of the NMU elective satisfied.

Approved transfer credit reduces the elective coursework required through NMU. It cannot replace required courses, research requirements, dissertation requirements, or academic milestones. Each approved course must be assigned to a specific elective in the written evaluation and may satisfy only one degree requirement.

Section 3 Academic Eligibility and Minimum Grades

Coursework considered for transfer must consist of completed, credit-bearing doctoral courses documented on an official transcript from the institution where the courses were completed.

Undergraduate coursework, master's coursework, audited courses, and noncredit activities are ineligible.

Each course must have been completed with a grade of B or higher, or a verified equivalent under the originating institution's grading system. Grades of B- or lower are ineligible. Incomplete, withdrawn, failed, and in-progress courses cannot receive transfer credit.

For numerical, pass/fail, or other grading systems, official grading information must establish performance equivalent to B or higher. A passing designation alone does not establish eligibility. If NMU cannot verify the required equivalency, the course is denied.

Credit awarded for work or life experience, portfolio assessment, credit by examination, professional certifications, or noncollegiate training is ineligible. This restriction applies even when another institution records such credit on an academic transcript or assigns it a course number.

Meeting the grade requirement does not guarantee acceptance. Each course must satisfy all remaining requirements of this policy.

Section 4 Age and Currency of Coursework

Coursework must have been completed within five years before the student's actual initial program start at NMU, measured by the beginning of the first NMU course. The completion date must be documented or officially confirmed by the originating institution. Coursework outside the five-year limit is ineligible.

If the start date is deferred, NMU must revalidate the transfer determination before the revised start date. The five-year limit is recalculated against that date. Previously approved coursework that falls outside the limit cannot remain approved for entry. Elective applicability must also be confirmed against the curriculum the student will enter. Institutional accreditation continues to be assessed as of the date the coursework was completed.

Coursework within the five-year limit must remain academically current and equivalent to the designated NMU elective. A denial based on outdated content must include a written explanation.

After the student begins the program, the passage of time alone does not invalidate credit properly approved at entry. An approved program or concentration change remains subject to the applicability review required under Section 14.

Section 5 Institutional Accreditation Requirements

Transfer credit may be accepted only from colleges or universities accredited by an accrediting agency recognized in the institution's home country. The institution must have held qualifying accreditation when the coursework was completed.

For institutions in the United States, the accrediting agency must be recognized by the U.S. Department of Education. For institutions outside the United States, the accrediting agency must

be recognized by the ministry of education or other governmental authority responsible for higher education in the institution's home country.

New Meridian University will verify both the institution's accreditation and the accrediting agency's recognition through official records. Institutional registration or legal authorization to operate does not, by itself, satisfy this accreditation requirement.

Qualifying accreditation establishes institutional eligibility for review. Each course must also meet the grade, age, academic level, equivalency, and elective applicability requirements of this policy.

Section 6 Evaluation Authority and Review Process

Admissions staff receive transfer credit requests, collect supporting documents, and check each submission for completeness and authenticity. Staff verify institutional accreditation and identify missing information before forwarding the completed file to the Academic Committee.

The Academic Committee has authority to approve or deny transfer credit. It evaluates each course individually against the requirements of this policy and may obtain a review from faculty with expertise in the relevant subject. Admissions staff cannot approve transfer credit or guarantee acceptance.

For each approved course, the Committee documents the originating institution, course title, semester credit value accepted, and NMU elective requirement satisfied. For each denied course, it records the reason for denial. The evaluation must also confirm that the total approved credit remains within the six-credit maximum.

The University communicates the determination in writing and retains the evaluation and supporting documentation in the student's academic record. Transfer credit is recorded only after Academic Committee approval and verification of all required documents.

Section 7 Required Documentation and Submission Deadline

Applicants must request transfer credit during the admissions process and identify each course they wish to have evaluated. The request must include official transcripts showing the course title, credit value, completion date or term, and final grade. Applicants must also provide course descriptions or syllabi reflecting the coursework as completed. Additional institutional documentation may be required to establish academic level, learning outcomes, grading equivalency, or credit value.

Official transcripts must be received directly from the originating institution, through its authorized transcript service, or through an NMU-approved international credential evaluation service. Applicant-provided copies may support preliminary review. Transfer credit cannot be awarded until the required official records have been received and verified.

All transfer requests, supporting documentation, and Academic Committee evaluations must be completed before the student's first NMU course begins. The applicant must receive the written transfer determination before that date.

An applicant whose request remains unresolved must defer the program start or withdraw the request and proceed without transfer credit. New transfer requests will not be accepted after the student's first NMU course begins.

Section 8 International Coursework and Credential Evaluation

Applicants requesting transfer credit for coursework completed at institutions outside the United States must obtain a course-by-course evaluation for U.S. equivalency from World Education Services (WES) or another NMU-approved member of the National Association of Credential Evaluation Services (NACES). This requirement applies regardless of citizenship or country of residence. Applicants using another NACES member must confirm NMU's acceptance of that agency before ordering or submitting its report.

The evaluation must cover each course submitted for transfer and provide U.S. semester credit and grade equivalents. The official report must be delivered directly to New Meridian University by the evaluation agency. Applicant-provided copies may support preliminary review and cannot satisfy the official report requirement.

Applicants must meet the evaluator's documentation requirements and provide the supporting course documentation required under Section 7. NMU will arrange English translations of supporting course materials when needed for academic review.

The Academic Committee determines whether each course meets this policy and satisfies an approved NMU elective requirement. A favorable credential evaluation does not guarantee transfer credit.

The official evaluation, supporting documentation, and Academic Committee review must be completed before the student's first NMU course begins.

Section 9 Tuition and Evaluation Fees

New Meridian University does not charge a fee for reviewing transfer credit requests or recording approved transfer credit.

Applicants are responsible for evaluation and report delivery fees charged by WES or another NMU-approved credential evaluation agency. These charges are paid directly to the external agency and are governed by that agency's published payment and refund terms. Payment for an evaluation does not guarantee acceptance of transfer credit.

Approved transfer credit reduces the elective coursework the student must complete at NMU. The University charges tuition only for courses the student is required to complete through NMU. No NMU course tuition is charged for an elective requirement fully satisfied by approved transfer credit.

The student's program plan and estimated tuition charges must reflect approved transfer credit before the first NMU course begins. NMU does not reimburse tuition previously paid to another institution or fees paid to an external evaluation agency.

Section 10 Recording of Transfer Credit and GPA Treatment

Approved transfer credit is recorded on the student's NMU transcript with a transfer designation and the number of semester credits accepted. The academic record identifies the originating institution, the approved coursework, and the NMU elective requirement satisfied.

Grades earned at the originating institution are used to determine transfer eligibility but are excluded from the student's NMU grade point average. Those grades remain documented in the supporting records retained by the University.

Approved transfer credit counts toward the designated elective requirements and the total credits required for the degree. It does not count as coursework completed through NMU. Recording transfer credit does not waive any remaining academic or graduation requirements.

Section 11 Previously Applied and Duplicate Credit

Doctoral coursework already applied toward an awarded degree is ineligible for transfer to New Meridian University. This restriction applies even when the coursework otherwise meets the grade, age, accreditation, and elective equivalency requirements of this policy.

Coursework from a program that did not result in an awarded degree may be considered if it meets all transfer requirements. When the use of a course toward a prior degree is unclear, NMU will require official confirmation from the originating institution before making a determination.

The same coursework may receive transfer credit only once. A course appearing as transfer credit on another institution's transcript must be evaluated using official records from the institution where it was completed. Its acceptance elsewhere does not establish eligibility at NMU.

Section 12 Appeals of Transfer Credit Decisions

An applicant may submit one written appeal of an initial transfer credit determination. The appeal must identify a specific evaluation error or provide new official evidence relevant to coursework included in the original request. An appeal cannot introduce additional courses or request an exception to this policy.

The appeal is submitted through admissions staff and reviewed by the Chief Academic Officer. If the Chief Academic Officer participated in the original determination, the President appoints another qualified academic reviewer who did not participate in that decision.

The reviewer considers the original evaluation, the stated grounds for appeal, and the supporting records. The University communicates the decision and its reasons in writing and retains the appeal materials in the academic record. The appeal decision is final.

The appeal must be resolved before the applicant's first NMU course begins. If it remains unresolved, the applicant must defer the program start or withdraw the appeal and proceed under the original transfer determination.

The pre-enrollment appeal deadline applies to the initial transfer evaluation. An appeal concerning withdrawal of previously approved credit based on invalid records is governed by the separate procedure in Section 13.

Section 13 Correction and Withdrawal of Transfer Credit

NMU may correct clerical or recording errors after enrollment when the correction brings the academic record into agreement with an existing written transfer approval. Corrections may address an omitted approved course, an incorrect course identifier, or a credit value entered differently from the approved determination.

The University must verify a proposed correction against the original approval and supporting records. The correction and its reason are documented, and the student receives written confirmation. A clerical correction cannot introduce additional courses, change an academic equivalency determination, or create an exception to eligibility requirements.

NMU may withdraw previously approved credit when verified evidence establishes that supporting records were false or altered, the coursework or credit was not earned, the originating institution rescinded the credit, or an authoritative correction establishes that the course was ineligible when approved. Source-record corrections and rescissions must be confirmed directly with the originating institution.

The Academic Committee must provide written notice identifying the proposed withdrawal, its grounds, and the evidence supporting it. The student has ten business days after receiving the notice to submit a written response and relevant supporting information. The Committee considers the response and obtains any additional verification necessary before issuing a written decision.

The student may submit one written appeal within ten business days after receiving the withdrawal decision. The Chief Academic Officer reviews the appeal only if that officer did not participate in the original award or withdrawal determination. Otherwise, the President appoints another qualified academic reviewer with no prior involvement in those determinations. The appeal decision must state its reasons in writing and is final.

Withdrawal becomes effective after the appeal deadline expires without an appeal or after a timely appeal is resolved and the withdrawal is upheld. The University then updates the transcript, program plan, and remaining degree requirements. Credit under formal review cannot be used to establish graduation eligibility while the review or a timely appeal remains pending.

A later change in institutional accreditation does not, by itself, invalidate coursework that met the accreditation requirement when completed. This withdrawal procedure cannot be used merely to reverse a valid award because NMU subsequently changes its evaluation standards.

This process may occur after enrollment and does not permit new transfer requests, replacement transfer courses, or exceptions to the six-credit maximum. Reviews initiated before enrollment remain subject to the start-date requirements in Section 7.

Section 14 Changes in Program or Concentration

If NMU approves a change in a student's doctoral program or concentration, the Academic Committee must reevaluate how previously approved transfer credit applies to the new curriculum. Approval for the original program does not guarantee that the same coursework will satisfy an elective requirement in the new program.

The Committee reviews the approved coursework against the academic level, content, learning outcomes, and credit requirements of the new program's electives. Credit that does not satisfy an applicable elective cannot reduce the requirements of the new program. Transfer credit remains subject to the six-semester-credit maximum and cannot replace required coursework or academic milestones.

This review is limited to coursework already approved for transfer. It does not permit additional transfer requests after the student's first NMU course begins or increase the amount of credit originally accepted. The student must receive a written determination and an updated program plan before the program or concentration change takes effect.

Section 15 Transfer of NMU Credit to Other Institutions

Acceptance of coursework or degrees from New Meridian University is determined by the receiving institution under its own admissions and transfer policies. NMU cannot guarantee that another institution will accept its credits, recognize course equivalencies, or apply its coursework toward a particular degree.

Students who intend to transfer or pursue further study should consult the receiving institution before relying on NMU coursework to meet its requirements. NMU will provide official transcripts and available course descriptions upon request through its academic records procedures.

Coursework previously transferred into NMU remains identified as transfer credit. A receiving institution may require official records from the institution where that coursework was completed and conduct its own evaluation.

No NMU employee or representative may guarantee acceptance of NMU credits or degrees by another institution.