Petition for Transfer Credit: Electronic Submission
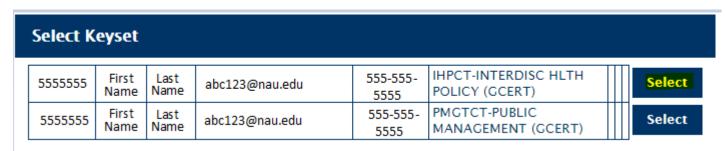
Student View/Steps:

When the Petition opens, enter in your seven digit NAU ID (also known as an EmplID) number. This number can be located on your Student ID Card, or on your MyNAU portal. Once the number is entered, hit tab key on your keyboard to populate your data.
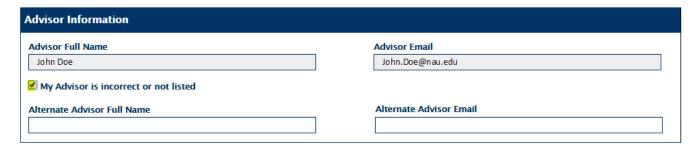

If you are active in two different programs, select the program in which the transfer credit will apply. If you are only active in one program, this information will be automatically selected for you.
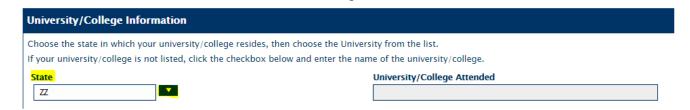

In the **Advisor Information** section, verify that your advisor is correctly listed. If it is not, select the "My Advisor is incorrect or not listed" option and enter your advisor's contact information.
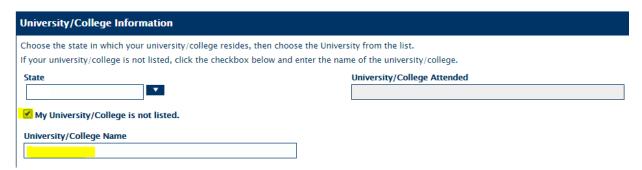
NORTHERN ARIZONA UNIVERSITY | Graduate College

Under the **University/College Information** section, you must identify the institution where the credit was earned. Choose the **State** in which the institution resides, if applicable.
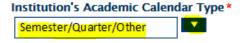
University/College Information

Choose the state in which your university/college resides, then choose the University from the list.
If your university/college is not listed, click the checkbox below and enter the name of the university/college.

State   University/College Attended
ZZ   [▼]

In the prompt that appears, locate the institution and click **Select**.

Select Keyset

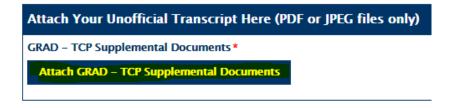| AZ | American Indian Coll Assem God | 1335339 | Select |
AZ	American Institute	1348832	Select
AZ	Argosy University, Phoenix	3101658	Select
AZ	Arizona Automotive Inst	1348879	Select
AZ	Arizona Christian University	1332644	Select

If your institution does not appear in the list, or if it is international, select the "My University/College is not listed" check box. Then, enter in the name of the institution.

University/College Information

Choose the state in which your university/college resides, then choose the University from the list.
If your university/college is not listed, click the checkbox below and enter the name of the university/college.

State   University/College Attended
            [▼]

☑ My University/College is not listed.

University/College Name

Finally, select the **Institution's Academic Calendar Type**. If the institution has a quarter or other type of calendar, the calculation of credits will be impacted.

Institution's Academic Calendar Type *
Semester/Quarter/Other   [▼]

As part of the transfer credit process, unofficial transcripts from the other institution must be provided for review. Select the **Attach Grad- TCP Supplemental Documents** button to attach these documents.

Attach Your Unofficial Transcript Here (PDF or JPEG files only)

GRAD – TCP Supplemental Documents *

Attach GRAD – TCP Supplemental Documents

REVISED: MR 10/13/17

The specific information regarding the course(s) being transferred will be entered in the **Course Information** section. Select the **Add** button in the top right corner. In the fields that populate, enter in the information, as follows:

Term: Enter in the term in which the course was taken, or the closest selection available.
Year: Enter in the year in which the course was completed.
Course Name: Enter in the course name. Some institutions do not have a subject/numbering system similar to NAU, in this case, enter in whatever type of identification is used on the transcript.
Course Title: Enter in the specific title of the course as it appears on the transcript.
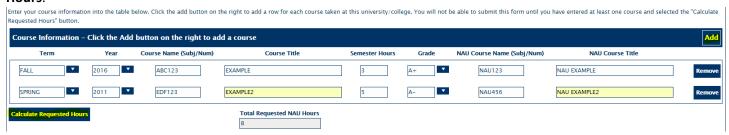**Hours (semester, quarter, other):** Enter in the hours/credits earned.
Grade: Select the grade earned using the dropdown menu. If the course is graded as Pass, Satisfactory, etc. enter in a grade of 'A'. This will be appropriately updated at the Graduate College, if approved. Grades of B(-) and lower are not accepted at NAU.
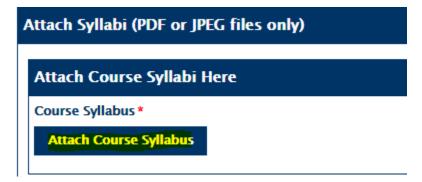**NAU Course Name:** Enter in the NAU course subject and number that the transfer credit may fulfill. If unknown, this can be left blank.
NAU Course Title: Enter in the NAU Course Title. If unknown, this can be left blank.

Repeat this process for each course requesting to be transferred. Once all courses are listed, select **Calculate Requested Hours**.

Enter your course information into the table below. Click the add button on the right to add a row for each course taken at this university/college. You will not be able to submit this form until you have entered at least one course and selected the "Calculate Requested Hours" button.

Course Information – Click the Add button on the right to add a course								Add
Term	**Year**	**Course Name (Subj/Num)**	**Course Title**	**Semester Hours**	**Grade**	**NAU Course Name (Subj/Num)**	**NAU Course Title**	
FALL ▼	2016 ▼	ABC123	EXAMPLE	3	A+ ▼	NAU123	NAU EXAMPLE	Remove
SPRING ▼	2011 ▼	EDF123	EXAMPLE2	5	A– ▼	NAU456	NAU EXAMPLE2	Remove

Calculate Requested Hours

Total Requested NAU Hours
8

In the attach **Syllabi** section, attach the syllabus corresponding to each individual course.

Attach Syllabi (PDF or JPEG files only)

Attach Course Syllabi Here

Course Syllabus *
Attach Course Syllabus

Submit

Finally, select **Submit.** Once fully submitted, an confirmaiton email will be sent to your NAU email address. Your request will automatically be sent to your advisor for review and processing. Further updates will be sent via email as the Peititon is routed through the approval stages.