



7750 Montpelier Rd.
 Laurel, MD 20723
 phone 410-888-9048
 fax 410-888-9278

500 Level Course Exemption Review

Name: _____ Student ID (if applicable): _____

Phone: _____ Email: _____ Program applying for: _____

Course/Experience/Prior Learning	# of Credits Received <i>(if applicable)</i>	Name of Institution <i>(if applicable)</i>	MUIH Course Equivalent <i>(ex. ISci 601)</i>	# of Credits for MUIH Course	Approved/Denied <i>(circle and initial)</i>	# of Credits Awarded
					Approved / Denied	
					Approved / Denied	
					Approved / Denied	
					Approved / Denied	
					Approved / Denied	

Please note that the sections in gray will be completed by the reviewing MUIH party.

Only completed forms will be reviewed. By signing and submitting this form, you understand that acceptance of the above credit is neither implied nor automatically granted. An official letter listing approved credits will be provided in writing by the Registrar at MUIH, with any applicable conditions noted.

Credit will be awarded for demonstrated learning, not merely experience. If you are applying for exemption based off of professional and/or academic experience, please attached a detailed summary of the learning that has been achieved, and how it directly correlates to the MUIH course you are applying for exemption from.

Student Signature: _____ Date: _____

Internal Use

Received by: _____ Date: _____ Admissions Registrar

Reviewed by: _____ Date: _____

Letter Sent by Office of the Registrar Registrar Signature: _____ Date: _____

500-Level Course Exemption

Our academic programs are designed to encourage students from diverse academic backgrounds. To do this, we build foundational courses into the graduate programs rather than requiring them for initial admission. In some instances, these prerequisites may have been courses required at the undergraduate level to prepare students for graduate study. Students who meet these foundational prerequisites or “bridge” courses (which are identified in the MUIH system as 500 level courses) qualify for exemption of these courses in the specific program to which the applicant has applied without additional evidence.

The applicant must have earned a minimum grade of B-, 80 percent, or PASS (P) in an equivalent course from a regionally accredited institution within the last 10 years. If the completion of the course exceeds the 10 year limit, the Academic Director may elect to use the regular Exemption Policy for the 600 level courses. If, by exempting the applicant from the MUIH 500 level course, the number of credits needed to graduate falls below the number of required MUIH residency credits or below state requirements, the student must take additional coursework to meet the state or university residency credit requirements as determined by the Academic Director. The Registrar’s Office will notify the student of the outcome.

Note: For current students, the application and documentation for course exemption must be submitted at least one trimester prior to the start of the MUIH course(s) being considered. Newly accepted students are requested to submit their exemption request forms at the time of admission to the university.

The limit of exempted 500 level courses is six credits.

Review Process

Please complete the entire Course Exemption Review Form, including identifying the MUIH equivalent course for which you are seeking exemption, based off of your prior learning. All supporting documentation should be attached for each line of prior learning indicated. This includes, but is not limited to, course descriptions, course syllabi, certificates/certifications etc. Faculty reviewers reserve the right to request additional information prior to rendering a decision.

- **For applicants**, please submit this documentation to the Office of Graduate Admissions at the same time as your application, in order to expedite the review process.
- **For current students**, please submit this documentation to the Office of the Registrar before the end of your first year with MUIH. Any requests for exemption after your first year will not be considered.

Maximum Credit Allowance

Per University policy: Students may apply for transfer credits or course exemptions as part of their master's degree, post-baccalaureate or post-master's certificate. The maximum number of credits for which course exemptions and transfers may be granted is 35% of the total credits for the Acupuncture and Oriental Medicine programs; 25% of the total credits of all other master's degree programs; and up to 3 credits in post-baccalaureate and post-master's certificates.

Up to 6 credits may be applied to a post-master's doctoral program at MUIH from another post-master's doctoral program in which the student has been previously accepted.

<u>Program</u>	<u>Max Amount</u>
Doctor of Acupuncture	54.4
Doctor of Oriental Medicine	68.7
Master of Acupuncture	46.7
Master of Oriental Medicine	61
PBC Chinese Herbs	3
MA Health & Wellness Coaching	7.5
PBC Health & Wellness Coaching	3
MS Health Promotion (CHE)	8.25
MS Health Promotion (WW)	8.75
MS Therapeutic Herbalism (HPD)	10.5
MS Therapeutic Herbalism (CH)	13
PBC Herbal Studies	3
PBC Medical Herbalism	3
PMC Clinical Herbalism	3
Doctor of Clinical Nutrition	6
MS Nutrition & Integrative Health (HCN)	12.5
MS Nutrition & Integrative Health (CHE)	12.5
MS Nutrition & Integrative Health (Herbal)	14.5
PMC Nutrition	3
MS Yoga Therapy	9.8