



Subject: Transfer Credits

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1. Purpose

The purpose of this policy is to outline the University's acceptance of transfer credits.

2. Policy

2.1 Transfer Credits

Transfer credits may be considered when a student has:

- i) Completed a graduate-level course that meets the same learning outcomes as an MUIH course
- ii) Completed a combination of graduate academic courses that together meet learning outcomes for a single MUIH course
- iii) Completed one or more graduate academic courses, combined with life or professional experience, that together meet learning outcomes for a single MUIH course

Only graduate-level coursework from a degree-granting college or university accredited by an accrediting body recognized by the U.S. Department of Education is eligible for transfer credit consideration, and an earned grade of 80% or equivalent is required for courses to be considered for transfer credit.

Supplemental experience must be supported by documented evidence of professional trainings, certifications, licenses, etc. Life or professional experience without supporting graduate-level coursework cannot be considered for course transfer.

The Department Chair or subject matter expert will determine course equivalency using a rubric approved by the University Curriculum Committee (Transfer Credit Review Worksheet). If the review of the student's material does not yield a clear decision, an exam or other form of assessment (e.g., research paper, skill demonstration) will be required to qualify for transfer. If an exam is required, arrangements for taking the exam must be made through the Registrar's Office, which will schedule the exam with the Department Chair. The Registrar's Office will notify the student of the outcome of the exam.*

In the case of certain 500-level MUIH courses, undergraduate coursework may be considered for course transfer. In the case of MUIH 600-level or above courses, only graduate coursework and syllabi will be considered as evidence for transfer.

* Within the Acupuncture area of study, accreditation standards require that courses taken more than five (5) years prior to enrollment are only eligible for transfer credit after validating and documenting the retention of the content knowledge and competencies of the respective course(s) via an exam or other assessment. Other departments may, at their discretion, also require assessments when retention of knowledge and competencies is in doubt (e.g., when courses were taken more than 5 years prior to enrollment).

2.2 Additional Considerations

Applicants who have earned degrees outside of the United States and are required to supply course-by-course degree evaluations as part of their application for admission, and who wish to apply for transfer credit, must also secure and provide official translations of course syllabi and other supplemental material for their transfer credit applications.

Students may apply for transfer credits if they are enrolling in a doctoral degree, master's degree, post-baccalaureate certificate, or post-master's certificate. An application for transfer credit may be submitted by an applicant with an active application to a degree or certificate program in an upcoming term, an applicant who has been accepted to a degree or certificate program in an upcoming term, or a current student of MUIH who is active and in good academic standing.

The maximum number of credits for which course transfers may be granted is 35% of the total credits for Acupuncture programs. Current accreditation does not allow for any transfer credits for Yoga Therapy programs. For all other programs, 25% of the total credits of master's programs and bachelor's-doctoral degree programs, and up to three (3) credits in post-baccalaureate and post-master's certificates are allowed. In addition, the limit for transferring 500-level courses is six (6) credits. Up to six (6) credits may be applied to a post-master's doctoral program at MUIH (e.g., post-master's DCN program) from another post-master's doctoral program in which the student has been previously matriculated.

See Appendix 1 of this policy for details of the maximum allowable number of transfer credits by program. Beyond the maximum transfer allowances listed in Appendix 1, all credits applied towards completion of a degree must be earned at MUIH. In some cases, these credits may have been completed at MUIH as part of a different degree or certificate. For example, if two different MUIH degrees require the same course, the relevant credits completed as part of the first degree may be applied towards the second degree. In

such cases, the credits would not be considered transfer credits but would be considered credits earned at MUIH as part of the degree completion requirements.

Under no circumstances can credits earned at MUIH, or at another degree-granting college or university, be applied to meet multiple requirements within a MUIH program. For example, a 3-credit course completed at an external university could not be used as transfer credits for two different 3-credit MUIH courses within a program.

Note: MUIH occasionally develops articulation agreements with other organizations that provide for specific transfer credit and/or course exemptions. These arrangements are the result of a systematic review and comparison of the external organization's curriculum and learning outcomes with MUIH's programs by the individual department, and approved by the Dean and the Provost. The review is documented using the Articulation Agreement Curriculum Analysis Form. These arrangements apply to all course completions and program graduates specified in the articulation agreement.

3. Procedures

Students interested in transfer credit must complete and submit the [Transfer Credit Form](#) along with official documentation.

Official documentation for transfer credit must include official transcript(s) and a syllabus for each course under review from the previous school(s). Documentation may also include supplemental materials such as copies of professional trainings, certificates, and/or licenses if applicable.

Consideration for transfer credit will not be processed by the Graduate Admissions Office or the Registrar's Office without submission of an application with supporting documentation.

3.1 New Student Submissions

The Graduate Admissions Office will process all transfer credit applications, including notice of award, until the end of the Schedule Adjustment Period for the student's first term. After the end of the Schedule Adjustment Period, the Registrar's Office will process all transfer credit applications, including notice of award. Upon approval, course credits without the grades will be transferred to the MUIH transcript.

Application and documentation for transfer credit should be submitted as soon as possible. Transfer credit applications submitted less than 3 weeks prior to the start of the student's first term may not be completed before the end of course registration. In those cases, students should consult with their Academic Advisor to ensure they register for the correct number of credits to maintain Satisfactory Academic Progress.

3.2 Current Student Submissions

All transfer credit applications should be submitted at the time of application to the program. On the rare occasion that a continuing student identifies an additional course for which they believe they are eligible for transfer, the student should submit the application and documentation as soon as possible.

The Registrar's Office will process all transfer credit applications, including notice of award, for current students. For current students, applications and documentation for transfer credit must be submitted by the following deadlines: March 15 for consideration for the Summer Term or later; July 15 for consideration

for the Fall Term or later; and November 15 for consideration for the Spring Term or later. Submission after the deadline will only be considered for future trimesters.

Upon approval, course credits without the grades will be transferred to the MUIH transcript.

Note: A student cannot apply for transfer credit for an MUIH course for which the student has previously received a grade of F or W.

4. References

Transfer Credit Form

<https://www.muih.edu/academics/student-policies>

5. Approval and Revisions

Approved August 22, 2018 by Provost & Vice President for Academic & Student Affairs, Christina Sax.

- Note: This policy replaces the former "Transfer Credit and Exemption" Standards & Practice, which was last reviewed in August 2014. A copy of the "Transfer Credit and Exemption" is available from the Office of the President.
- Revision 1
 - Fees removed for course exemption reviews
 - Clarification of maximum transfer and exemption credits for doctoral programs
 - Clarification of submission procedures for current students versus new students
 - Creation of simplified Transfer Credit and Course Exemption Form for student submissions as well as new Transfer Credit and Course Exemption Faculty Worksheet

Approved July 15, 2019, by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

- Revision 2
 - Clarification that coursework is only eligible for transfer or exemption if completed at a degree-granting college or university accredited by an accrediting body recognized by the U.S. Department of Education

Approved February 24, 2020, by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

- Revision 3
 - Clarification of accreditation-related restrictions to transfer and exemptions in AOM and Yoga Therapy programs.
 - Addition of table of allowable transfer/exemptions by program
 - Addition of details regarding articulation agreements and course exemptions
 - Elimination of course exceptions to the transfer and exemption policy

Approved November 20, 2020, by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

- Revision 4
 - Combined categories of “transfer” and “exemption” into the single category of “transfer” to align with standard practice in higher education.

Approved March 26, 2021, by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

6. Appendices

6.1 Appendix 1: Allowable Transfer Credits by Program

PROGRAM	TOTAL NUMBER OF PROGRAM CREDITS	MAXIMUM NUMBER OF ALLOWABLE TRANSFER CREDITS
Acupuncture and Herbal Medicine		
PBC in Chinese Herbs	41	14
Master of Acupuncture with a Chinese Herbal Medicine Specialization	168.5	59
Master of Acupuncture	128.5	45
Doctor of Acupuncture with a Chinese Herbal Medicine Specialization	190.25	67
Doctor of Acupuncture	150.25	53
Ayurveda		
PBC in Ayurvedic Wellness Practices	12	3
Cannabis Science		
PCB in Cannabis Science: Therapeutics, Product Design, and Quality Assurance	15	3
Health and Wellness Coaching		
PBC in Health and Wellness Coaching	15	3
Master of Arts in Health and Wellness Coaching	30	8
Health Promotion		
PCB in Workplace Wellness	13	3
Master of Science in Health Promotion	35	9
Herbal Medicine		
PBC in Herbal Studies	12	3
Master of Science in Herbal Product Design and Manufacture	37	9
Master of Science in Clinical Herbal Medicine	36	9

Integrative Health Studies		
PBC in Integrative Health Studies	12	3
Master of Arts in Integrative Health Studies	30	8
Narrative Health		
PBC in Narrative Health	12	3
Nutrition		
PBC in Culinary Health and Healing	12	3
PBC in Sports Performance & Integrative Nutrition	13	3
Master of Science in Nutrition & Integrative Health		
• Human Clinical Nutrition Area of Concentration	50	13
• Herbal Medicine Area of Concentration	58	15
• Community Nutrition Area of Concentration	50	13
PMC in Nutrition Genomics in Clinical Practice	12	3
PMC in Nutrition & Integrative Health	15	3
Doctor of Clinical Nutrition	48	6
Yoga		
Master of Science in Yoga Therapy	39.5	0 (due to program accreditation)
PMC Certificate of Therapeutic Yoga Practices	12	0 (due to program accreditation)