



**Maryland University of Integrative Health**  
**Academic Policy and Procedures**

**No. 6045 Rev.: 0**  
**Date: Aug. 22, 2018**

---

**Subject: Transfer Credits and Course Exemptions**

---

1. Purpose	1
2. Policy	1
3. Procedures	2
3.1 Transfer Credits	2
3.2 Course Exemptions	2
4. References	3
5. Approval and Revisions	3

**1. Purpose**

The purpose of this policy is to outline the University’s acceptance of transfer credits and course exemptions.

**2. Policy**

Transfer credits may be considered for individual courses in cases where a student has taken graduate-level coursework that meets the same course outcomes as the comparable course at Maryland University of Integrative Health (MUIH). Transfer of credit is based on one-to-one academic course equivalency between schools. Only graduate-level coursework is eligible for transfer credit consideration.

Course exemptions may be considered in cases where a student has prior academic experience and learning in the subject that meets the outcomes of a particular course. Exemption of courses is based on the demonstrated achievement of course learning outcomes through mechanisms other than one-to-one course equivalency. With the exception of a few pre-approved courses (list maintained by the Registrar’s Office), supporting evidence for course exemption must include completed graduate-level coursework (or undergraduate coursework in the case of 500-level MUIH courses) relevant to the subject matter. This coursework may be supplemented by documented evidence of professional trainings, certifications, and licenses.

Students may apply for transfer credits or course exemptions as part of their master’s degree or post-baccalaureate/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 three (3) credits in post-baccalaureate and post-master’s certificates. The limit for exempted 500-level courses is six (6) credits.

Up to six (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 matriculated.

### **3. Procedures**

#### **3.1 Transfer Credits**

Students interested in transfer of credit must submit a [Transfer Credit and Course Exemption Worksheet](#) to the Registrar's Office (current students) or the Graduate Admissions Office (applicants) along with official documentation. Official documentation includes official transcript(s) and a syllabus for each course under review from the previous school(s).

To guarantee timely processing, the application and documentation for transfer credit must be submitted by the following deadlines: March 15 for consideration for summer trimester or later; July 15 for consideration for fall trimester or later; and November 15 for consideration for spring trimester or later.

- An earned grade of 80% or equivalent is required for the course to be considered for transfer.
- Courses taken more than seven (7) years prior to enrollment are not eligible for transfer credit, however students may apply for course exemptions.
- Students should apply for transfer review during the application process. If a student applies after acceptance into a program and after the admissions process is complete, the Registrar's Office will oversee the process.
- The Department Chair or subject-matter expert will determine Course Equivalency using a rubric approved by the University Curriculum Committee.
- Students will receive notice of award of transfer credits from the Graduate Admissions Office or, if approved at a later date, from the Registrar's Office. Upon approval, course credits without the grades are transferred to the MUIH transcript.

#### **3.2 Course Exemptions**

Students interested in course exemptions must submit a [Transfer Credit and Course Exemption Worksheet](#) to the Registrar's Office (current students) or the Graduate Admissions Office (applicants) along with official documentation. Official documentation includes official transcript(s), a syllabus for each course under review from the previous school(s), and additional materials such as copies of professional trainings, certificates, and/or licenses. A payment of \$75 per credit must accompany the Transfer Credit and Course Exemption Worksheet. This payment also covers any additional exemption exam requirements.

To guarantee timely processing, the application and documentation for transfer credit must be submitted by the following deadlines: March 15 for consideration for summer trimester or later; July 15 for consideration for fall trimester or later; and November 15 for consideration for spring trimester or later.

- An earned grade of 80% or equivalent is required for coursework being used as evidence for course exemption.
- Syllabi may be supplemented by documentation of relevant professional trainings, certifications, and licenses. In the case of MUIH 500-level courses, relevant undergraduate coursework and syllabi will be considered as evidence for exemption. In the case of MUIH 600-level or above courses, only graduate coursework and syllabi will be considered as evidence for exemption. This coursework may be supplemented by documented evidence of professional trainings, certifications, and/or licenses.
- Students should apply for course exemption review during the application process. If a student applies after acceptance into a program and after the admissions process is complete, the Registrar's Office will oversee the process including final notice to the student.

- The Department Chair or subject-matter expert will determine Course Exemption using a rubric approved by the University Curriculum Committee. If the review of the student's material does not yield a clear decision, an exam or other form of assessment will be required to qualify for exemption. 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.
- Students will receive notice of award of course exemption from the Graduate Admissions Office or, if approved at a later date, from the Registrar's Office. Upon approval, course credits without the grades are applied to the MUIH transcript.

#### **4. References**

Transfer Credit and Course Exemption Worksheet

<https://my.muih.edu/forms-policies-2/for-students>

#### **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.