



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

Course Exemption Review Form

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: _____

Course Exemption

Course exemption may be considered in cases where a student has prior experience or learning in the subject that meets the outcomes of a particular course. Students who are approved will have an "X" placed on their transcript next to the listing of the course. The department from which the targeted course originates (i.e. NUTR is Nutrition) evaluates the material provided and makes the decision. Because no credits will be awarded for an exempted course, students may be required to take another course to meet either total program credit requirements or minimum state requirements. In certain instances, MUIH may have formal Articulation Agreements with other institutions. In this case, the Articulation Agreement or other formal agreement with another entity supersedes this policy. If the review of the student's material does not yield a clear decision, an exam or other form of assessment may be required to document prior learning.

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.

The fee for review is \$75 per credit, and is non-refundable, regardless of the outcome of the review.

- **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.

Payment Information (Required)

Check Enclosed -or- Credit/Debit Card (Visa or Mastercard only)

Amount to be charged (\$75/credit requested): \$ _____

*Based on the total from # of Credits for MUIH Course column

Name on card: _____

Account number: _____

Expiration Date: _____ 3-Digit Code: _____

Signature: _____ Date: _____

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