

## **Transfer Credit & Exemption Policy**

In some circumstances, students may apply for transfer credits or course exemptions. The number of credits allowed and the Tai Sophia courses eligible for transfer or exemption is determined by faculty and, therefore, varies by program. All applications for transfer credit or course exemption are processed by the Registrar's Office. No reduction in tuition will be granted for transfers or exemptions for specific programs.

Note: Transferring credits is based on academic equivalency between schools. Exemption of courses is based on experience.

### **Transfer Credit Policy**

Transfer credits may be considered in cases where a student has taken postgraduate coursework and met the same course outcomes at another institution within 5 years of starting a program at Tai Sophia. Courses older than 5 years are not eligible for transfer credit (student may apply for course exemption). Equivalency is determined by the program director. Each transferred course must meet a minimum grade of "B-" or 80%. Upon approval, course credits are transferred to the Tai Sophia transcript. To apply for transfer credit:

- Contact the Registrar's Office to obtain a list of courses eligible for the Transfer Credit and the Transfer Credit form.
- Submit the form with official documentation to the Registrar's Office. Official documentation includes the transcript(s) and a syllabus for each course for review from the previous school(s).
- Note: The application and documentation for transfer credit must be submitted at least one trimester prior to the start of the Tai Sophia course(s) being considered.

### **Exemption Policy**

Course exemptions may be considered in cases where a student has prior experience in the subject that meets the outcomes of a particular course. Students who are approved will have an "X" placed on their transcript. Because no credits will be awarded for an exempted course, students may be required to take another course to meet total program credit requirements. To apply for course exemption:

- Contact the Registrar's Office to obtain a list of courses eligible for Course Exemption and the Course Exemption form.
- Submit the form with official documentation to the Registrar's Office. Official documentation requirements are listed on the course eligibility form for each program and may include: transcripts for a course older than 5 years; documentation of licensure; portfolio; written assignment, etc., as determined by program faculty.
- In some cases an exam or other evaluation will be required. If an exam is required, arrangements for taking the exam can be made through the program director or designee. The cost of exams is \$75 per credit and should be submitted to the Registrar's Office prior to scheduling the exam.
- Note: The application and documentation for course exemption must be submitted at least one trimester prior to the start of the Tai Sophia course(s) being considered.

## **Transfer & Exemption Policy for Bioscience Credits in the Acupuncture Program**

Bioscience courses are divided into two categories: Bioscience Core courses and Bioscience Elective courses. Please see the ISci section of the catalog for a more detailed description of these courses.

### **Exemptions**

- There are no exemptions allowed for Bioscience Electives. Students are required to earn 30 credits of Bioscience during their work in the M.Ac. program. The Bioscience Elective courses are designed to supplement the student's background in the sciences and support completion of the 30 credit requirement. A variety of topics are covered in the Bioscience Electives, some of these courses address the Bioscience requirement in states other than Maryland.
- The core Bioscience courses in the M.Ac. curriculum are designed to address ACAOM requirements and in many cases, may serve as a foundation for work in other courses in the acupuncture curriculum. All core courses are carefully integrated with the other courses in the Acupuncture curriculum. Exemptions are allowed in core courses only if a student can demonstrate their mastery of the topics discussed in the course; exemption exams are available for most of the core courses (fees may apply). Students are strongly encouraged to take the course, rather than seek exemption.

### **Transfer**

- Because the Bioscience core courses are uniquely integrated with the acupuncture curriculum, students may not transfer credits in lieu of taking these courses.
- Students who have successfully completed accredited Doctoral or Masters degree programs in health sciences may be allowed to transfer up to twelve post-graduate credits in lieu of completing Bioscience Electives coursework. Requests for transfer of credits to meet the Bioscience Elective requirements will be reviewed three times a year (fees may apply).