



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

COLLEGE OF ALLIED HEALTH SCIENCES
2787 WINFIELD SCOTT ROAD, BLDG 2398
JBSA FT. SAM HOUSTON, TEXAS 78234



College of Allied Health Sciences
Office of the Dean
CAHS-DPM-G02-2018

MEMORANDUM FOR FACULTY, STAFF, AND COLLEGE OF ALLIED HEALTH SCIENCES STUDENTS

SUBJECT: Graduate Transfer Credit Policy

Military service, by nature, is transient. This frequently results in loss of academic credit as personnel transfer from one school and duty assignment to the next. When a degree completion is tied to readiness requirements, which has become the norm in Allied Health Sciences, additional time and cost undermines readiness. Loss of credit in transfer also consumes voluntary education resources and prevents more than capable service members from practicing and enhancing their abilities within the military and civilian communities that need and require their contribution.

In support of the greatest readiness and development of service personnel possible, the CAHS will ensure maximum transfer of credit in accordance with the established minimum academic standards through all means available.

A. Purpose: To establish the policy and procedure for transfer of graduate credit to the USU CAHS.

B. References: The CAHS transfer credit policy is guided by references a. through d. of Enclosure 1.

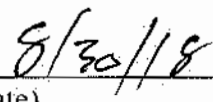
C. Applicability: This Instruction applies to all graduate degree plans of the CAHS.

D. Policy: Policy for transfer of graduate credit to the USU CAHS is detailed in Enclosure 2.

E. Procedures: Procedures for transfer of graduate credit to the USU CAHS are detailed in Enclosure 3.



(Signature)



(Date)

Dr. Mitchell Seal, EdD, MEd-IT, BSN, RN
Dean, College of Allied Health Sciences
Uniformed Services University of the Health Sciences

Enclosures:

1. References
2. CAHS Graduate Transfer Credit Policy
3. CAHS Graduate Transfer Credit Evaluation Procedures

References

- a. 34 CFR 602.24 “Additional procedures certain institutional accreditors must have”, dated October 29th, 2010.
- b. 34 CFR 668.43(a)(11) “Institutional information”, dated October 29th, 2010.
- c. DoDINST 1322.25 “Voluntary Education Programs”, dated July 7th, 2014.
- d. Middle States Commission on Higher Education, “Standards for Accreditation and Requirements of Affiliation,” 13th Edition, dated November, 2015.

CAHS Graduate Transfer Credit Policy

The CAHS will publicly disclose policy and procedure for transfer credit to include a statement of criteria established regarding credit earned at another institution of higher education or elsewhere through study and/or experience. This will include the following conditions: (1) evaluation and acceptance of transfer credits, and (2) credits awarded through experiential learning, prior non-academic learning, competency-based assessment, and other alternative learning approaches.

1. All evaluation of transfer coursework as described in conditions (1) and (2) above will be based primarily on assessment of specific CAHS graduate course outcomes.
2. A maximum of six credit hours may be transferred toward the graduate degree.
3. The transfer courses must have been completed with a grade of “B” (3.0) or better. Courses, in which a grade of “C” was earned, will not be accepted for transfer into a master’s degree program.
4. Normally, graduate transfer credit which is more than seven years old may not be used to complete a CAHS degree. After thorough review and with the approval of the CAHS Dean, older courses may be approved for transfer.
5. Prior to acceptance of transfer credit, the CAHS will consider, at minimum, the following in evaluation of transfer credit, as applicable:

A. Regional and/or National Accreditation

The CAHS recognizes the credibility of the regional and national institutional accreditation organizations identified by the Department of Education. While a strong endorsement, the CAHS will not rely exclusively on regional or national accreditation as the sole basis of evaluation. Official transcripts ARE required to verify such coursework.

B. Alternative Approaches

The CAHS recognizes that identified CAHS learning outcomes can be achieved in many ways other than traditional institutional-based methodology. However, thorough evaluation via a recognized 3rd party is required for acceptance of such credit in transfer to the CAHS. The CAHS will consider the alternative approaches such as 3rd party assessment of academic and/or occupational competence conducted by reputable organizations such as the American Council on Education (ACE) and the Council for Adult and Experiential Learning (CAEL). The CAHS will not rely exclusively on 3rd party endorsement as the sole basis of evaluation. Verification of such credit MUST be achieved using the available official mechanism (e.g. ACE Military Guide).

C. Direct Assessment

In cases where accreditation or alternative approaches are inadequate to reasonably verify satisfaction of identified CAHS learning outcomes in transfer, an assessment of the original instructional documents (e.g. course description, syllabus, approved curriculum documents) may be requested by the CAHS Registrar. The Associate Dean for Graduate Studies will direct the assessment of original instructional materials to the satisfaction of the relevant CAHS Curriculum Committee subject matter expert, as needed.

6. Evaluation and acceptance of transfer credit is a primary duty of the CAHS Registrar, which must be completed prior to issuing an official student record.

A. The CAHS Registrar will maintain all records documenting evaluation, procedures, and rationale for acceptance or rejection of transfer credit.

1) Transfer credit will be identified as such on the official student record.

B. The CAHS Registrar will inform and advise the Assistant Dean of Student and Faculty Development (ADSFD), Associate Dean for Graduate Studies, and CAHS Dean regarding transfer credit issues and trends, and request guidance where there is ambiguity. The Dean will adjudicate all cases where there is ambiguity.

7. Initial advisement and communication of acceptance or rejection of transfer credit, and subsequent student advisement for CAHS degree completion requirements, is a responsibility of the ADSFD with support of select designees.

A. The ADSFD will ensure coordinated review of each student degree plan for appropriate application of accepted transfer credit at the program level.

B. In cases where transfer of credit has not been previously established, or when there is ambiguity, the ADSFD will make the initial recommendation and defer for ascending level of review.

C. While any member of the academic team is encouraged to initiate evaluation of non-CAHS coursework for transfer, documentation of transfer credit evaluation attached to the official student record will begin at the ADSFD's level using Enclosure 3.

CAHS Transfer Credit Evaluation Procedures

1. Compare the CAHS degree plan and relevant CAHS course outcomes with the student's transcript(s) and other supporting documentation.
2. Specifically identify coursework or other evidence that will be evaluated for transfer.
3. Identify the methods of evaluation.
4. Recommend or oppose transfer or rejection.
5. Forward complete documentation to the ascending office as indicated in Enclosure 3 attachment.
6. Final disposition of Graduate requests will be made by the Dean, or designee.
 - A. If transfer is approved, the CAHS Registrar will inform the Associate Dean for Graduate Studies and ensure application of approval to the respective student record and degree audit.
 - B. In all cases, the CAHS Registrar will notify the Associate Dean for Graduate Studies, and will ensure complete documentation of the request (see Enclosure 3 attachment) is forwarded for the purposes of student advising via the ADSFD or designee.
 - C. The ADSFD, or designee, will so advise the student, and attach the complete request documentation package including the signature of the student (see Enclosure 3 attachment) to the respective student advising record.

Request for Evaluation of Graduate Transfer Credit

Instructions

(1) Complete the form, (2) attach all relevant supporting documentation, and (3) forward to the next office.

Student Petition

Name: _____ ID: _____ Date: _____

Graduate Program: _____

I request the following course(s) or documents be evaluated for transfer to the CAHS.

Method of Evaluation

I have reviewed the relevant CAHS Course Outcomes with comparable documents via the following (check all that apply):

- Accredited Institution Accredited Program
 Alternate Assessment Direct Assessment Other

Comments: _____

The reviewed documents have been found to be equivalent to (check one of the following):

- The following CAHS coursework _____

 The following CAHS program _____ Non-specified general elective(s)
 No CAHS Course Outcomes

Advisor/Counselor Recommend Oppose Name: _____ Sign: _____

ADSPD Recommend Oppose Name: _____ Sign: _____

Associate Dean Recommend Oppose Name: _____ Sign: _____

Dean Recommend Oppose Name: _____ Sign: _____

Comments: _____

CAHS Registrar Office Use Only

I have reviewed the decision of the Dean and have updated the student's official record accordingly. I have notified the Associate Dean for Graduate Studies and ADSPD.

Date Received: _____ Date Processed: _____ Name: _____ Sign: _____

Assistant Dean of Student and Faculty Development (ADSPD) (or Designee)

I have informed the student of the final decision. I have advised the student with respect to degree completion requirements and future studies, have placed a copy of this form and all supporting documents into the student's counseling record.

Date: _____ ADSPD (or Designee): _____ Signature: _____

Student: _____ Signature: _____