



**UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES**

COLLEGE OF ALLIED HEALTH SCIENCES  
2787 WINFIELD SCOTT ROAD, BLDG 2398  
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College of Allied Health Sciences  
Office of the Dean  
CAHS-DPM-001-2022  
February 9, 2022

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

**SUBJECT: Transfer Credit Policy**

**A. Reissuance and Purpose.** This College of Allied Health Sciences (CAHS) Dean's Policy Memorandum (DPM) reissues 004-2018, "Transfer Credit Policy" (*Reference (a)*) and will establish the policy and procedure for transfer of credit to the USU CAHS.

**B. Background.** 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. 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

**C. References.** *See Enclosure 1.*

**D. Applicability.** This DPM applies to all undergraduate degree plans of the CAHS.

**E. Policy.** *See Enclosure 2.*

**F. Procedures.** *See Enclosure 3.*

**G. Effective Date.** This DPM is effective immediately.

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Lula Westrup Pelayo, Ph.D., RN, FAAN  
Dean, College of Allied Health Sciences  
Uniformed Services University of the Health Sciences

Enclosures:

1. References
2. CAHS Transfer Credit Policy
3. CAHS Transfer Credit Evaluation Procedures
4. Readmission and Reverse Transfer

**REFERENCES**

- (a) CAHS DPM-004-2018, "Transfer Credit Policy," dated August 20, 2019 (hereby cancelled).
- (b) 34 CFR 602.24 "Additional procedures certain institutional accreditors must have", dated July 1, 2011.
- (c) DoDINST 1322.25 "Voluntary Education Programs", dated March 15, 2011 (Incorporating Change 4, Effective April 2, 2020).
- (d) Middle States Commission on Higher Education, "Standards for Accreditation and Requirements of Affiliation," 13th Edition, dated November 2015.
- (e) CAHS DPM-001-2020, "General Education Requirements Policy," dated August 26, 2020 or as amended.

## CAHS TRANSFER CREDIT POLICY

1. The CAHS will publicly disclose policy and procedure for transfer credit in the University catalog, 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:
  - a. Evaluation and acceptance of transfer credits, and
  - b. Credits awarded through experiential learning, prior non-academic learning, competency-based assessment, and other alternative learning approaches.
2. All evaluation of transfer coursework as described in conditions (a) and (b) above will be based primarily on assessment of specific CAHS learning outcomes.
3. Transfer courses must have been completed with a grade of “C-“(numeric grade between 70 and 72) or better. Courses, in which a grade of less than “C-“was earned, will not be accepted for transfer to the CAHS in the Undergraduate Programs.
4. Transfer courses must have been completed with a grade of “B-“(numeric grade between 80 and 82) or better. Courses, in which a grade of less than “B-“was earned, will not be accepted for transfer to the CAHS in the Graduate Programs
5. Developmental courses will not be accepted in transfer to the CAHS.
6. English as a Second Language courses will not be accepted in transfer to the CAHS.
7. Only courses needed for the CAHS degree sought by the student will be evaluated for transfer.
8. Transfer courses will be assessed against specific CAHS course outcomes. The CAHS uses the Texas Common Course Number (TCCN) assessment outcomes for awarding of transfer credit
9. Prior to acceptance of transfer credit, the CAHS will consider, at minimum, the following in evaluation of transfer credit, as applicable:
  - a. Regional Accreditation
  - b. 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 or documentation ARE required to verify such coursework.

10. Programmatic Accreditation and Credentialing

a. The CAHS recognizes the credibility of discipline-specific programmatic accreditation and credentialing bodies. The CAHS will not rely exclusively on programmatic accreditation as the sole basis of evaluation.

b. In cases where the student has attended a verifiable discipline-specific accredited program of instruction, the CAHS will recognize verified active credentials in good standing as a technical equivalency (e.g. certification, registration, and license). All equivalent technical credit within the respective CAHS degree plan will be considered satisfied. Official transcripts are NOT required to verify such coursework.

c. In cases where the student has attended a verifiable discipline-specific accredited program of instruction where the student does NOT hold an active credential, the CAHS will recognize transfer coursework if the minimum requirements for credentialing eligibility is not exceeded by the projected CAHS degree completion date, or as may be individually approved or waived by verifiable discipline-specific programmatic accreditation authority. Official transcripts ARE required to verify such coursework.

11. 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 3<sup>rd</sup> party is required for acceptance of such credit in transfer to the CAHS. The CAHS will consider the alternative approaches supported by the Defense Activity for Non-Traditional Education Support (DANTES) "Earn College Credit Guide" (e.g. credit by exam), as well as 3<sup>rd</sup> 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 3<sup>rd</sup> 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, CLEP transcript).

12. Direct Assessment. In cases where accreditation, technical equivalency, 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 for evaluation. The appropriate Associate Dean will direct the assessment of original instructional materials to the satisfaction of the relevant CAHS Curriculum Committee, with input from the subject matter expert, as needed.

13. 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 Assistant Dean Student and Faculty Development (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.

**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. Consider all appropriate methods of evaluation.
4. Recommend or oppose transfer.
5. Final disposition of Undergraduate requests will be made by the Dean, or designee, which cannot be appealed.
6. Once transfer is approved, the USU Office of the University Registrar (OUR) will update the respective student record and degree audit.

**READMISSION and REVERSE TRANSFER POLICY**

Individuals who attend a CAHS program at a branch campus or additional location will receive a certificate when service required training is complete. After completion from their program, students have a maximum of five years from the initial program completion date to transfer General Education and General Elective requirements (Reverse Transfer) or return to active status and complete the degree program. To be readmitted or returned to active student status, students must meet the following criteria:

**1. Application**

a. Be actively affiliated with the DoD after having earned the specialty designation (Naval Enlisted Classification (NEC), Air Force Specialty Code (AFSC), Military Occupational Specialty (MOS) for the degree program sought (the specialty designation must not have been withdrawn by the Service Component or any other relevant authorities). A copy of current military orders may be required at time of submission of the CAHS Degree Seeking Application Form for CAHS review;

b. Submit official transcripts for new coursework earned after leaving USU. Evaluation will follow the procedures outlined in *Enclosure 3*.

In order to be considered for an Associate of Science Health Sciences (ASHS) or Bachelor of Science Health Sciences (BSHS) in the appropriate program of study, students must submit a CAHS Degree Seeking Application Form. Upon completion of the full degree plan including General Education and General Electives, the appropriate degree will be conferred.