



POLICY ON TRANSFER OF CREDITS IN THE SCHOOL OF HEALTH SCIENCES AND PRACTICE

Dated: May 5, 2016

Supersedes: *None*

I. PURPOSE

To establish a policy under which the School will accept graduate credits transferred from another institution.

II. POLICY

A student who has completed graduate courses at another accredited school may be permitted to transfer earned credits.

Applicants must have earned a minimum grade of B.

Courses must be appropriate to the student's program at the School of Health Sciences and Practice and have been completed within the past 5 years.

Each course for which credit is being sought must be approved by the faculty responsible for teaching the course at the SHSP or by the appropriate program director for courses that are not offered at the SHSP.

For MPH and MS in Biostatistics degree candidates, a maximum of 9 credits are transferable.

For DrPH degree candidates, a maximum of 12 credits are transferable.

III. SCOPE

This policy applies to all public health students.

IV. PROCEDURES

A. Student must submit a transfer of credit request at or before the time of initial registration. After that time, transfer of credit requests may be submitted only for electives (excluding program required electives) that are not taught at the SHSP and are considered to be essential to the student's education.

- B. Student must submit the Transfer of Credit form, available online, in the Office of the University Registrar or in the Admissions Office, and the course syllabus for the intended transfer of credits to the appropriate program director for review and approval.
- C. Following review and approval by the appropriate program director, the form is signed by the Vice Dean.

V. **EFFECTIVE DATE**

This policy shall be effective as of the date signed below.

VI. **POLICY MANAGEMENT**

Responsible Executive:	Dean, School of Health Sciences and Practice
Responsible Officer:	Vice Dean, School of Health Sciences and Practice
Responsible Office:	School of Health Sciences and Practice

APPROVED:



Robert W. Amler, M.D., M.B.A.
F.A.A.P., F.A.C.P.M.
Dean and Professor of Public Health, Pediatrics
and Environmental Health Science



Date