



Institute for International Medicine Transfer of Credit Policy

- I. Introduction
 - A. The following are required by the Higher Education Act.

- II. Transfer of Credit (into the Institution)
 - A. Evaluation of transfer credit is completed for all degree-seeking students with a completed admission file. All credits at other colleges or universities accredited by one of the regional higher education accrediting bodies will be evaluated for transferability to the student's permanent record (transcript) as follows:
 - For students pursuing a master degree, all attempted credits for an epidemiology course at the post-graduate level.

 - B. Credits recorded as transfer credit on the student's permanent record (transcript) do not guarantee that these credits will meet specific degree requirements for the student's program. The Institute will consider a maximum of 6 transfer credits applicable towards the student's degree. The determination of how transfer credits may apply to a specific degree program rests with the office of Academic Affairs in consultation with the appropriate faculty/instructional staff.

 - C. The following factors will be considered in the evaluation of credits for transfer. The factors will be used in determining whether the course is transferable and in determining whether the course is recorded as a specific or unclassified course.
 1. Breadth, depth, and rigor of course content as evidenced by course syllabi, prerequisites, placement test scores, exit requirements, student portfolios, textbooks, writing or oral communication requirements, grading standards, catalog descriptions, etc.
 2. Qualifications of the faculty member(s) providing the instruction
 3. Age of credits
 4. Recommendations through other established credit assessment bodies (e.g. ACE)
 5. Institutional accreditation via other professional assessment/accrediting bodies (e.g. state agency)
 6. Secondary documentation of course competencies (e.g. professional certification, standardized exam scores, etc.)



- III. Acceptance of Transfer Credits from Other Non-Regionally Accredited Institutions
 - A. Credits awarded for Epidemiology at non-regionally accredited institutions may be accepted by INMED and placed on the transcript if the credits represent collegiate level coursework relevant to the program of study, with course credit and level of instruction resulting in student competencies at least equivalent to those of students enrolled in comparable instruction at INMED. Students will need to complete a Transfer Credit Appeal form for the credits to be evaluated. Acceptance of credits from non-regionally accredited institutions of higher education will be based upon recommendation from the Institute's instructional department responsible for the course subject area(s) in conjunction with the office of Student Affairs.

- IV. International Students
 - A. International students must have their transcripts translated by a recognized authority at the student's expense. The Epidemiology course will be individually assessed for transfer consideration based on INMED's factors of evaluation of credits for transfer. Credits will be awarded on a course-by-course basis.

- V. Recording Transfer Credits on the Student's Permanent Record (Transcript)
 - A. When evaluating credits, INMED reserves the right to delay recording the transfer credits on the student's permanent record until the student has completed admissions requirements, successfully completed master-level coursework at the Institute, and/or provided documentation or verification of student competencies.

 - B. Final award or posting of credits to the student's permanent record may be contingent upon successful completion of one or more of the following requirements:
 - Higher-level courses in the same or a related subject area;
 - Subsequent courses in the subject/course sequence;
 - Demonstration of specific lab/clinical skills or other applied competencies;
 - Additional independent/directed study in the subject area.

 - C. Once accepted, transfer credits will be recorded on the student's permanent record as externally awarded, will indicate the original institution awarding the credit, and the payment of Epidemiology course tuition will be waived. Transfer grades are not used in the



cumulative GPA calculation towards credits earned at INMED. Where appropriate, an equivalent the Institute's course number will be indicated.

VI. Appeal of Transfer Credit

- A. A student may appeal the denial of transfer credits by written request (Transfer Credit Appeal form) to the Student Affairs Office. Credits in question will be reviewed by a subject area expert(s) from the instructional department normally responsible for the subject matter in question. The review process will parallel that applied to the general evaluation of credits for transfer. The final determination will be made by the office of Student Affairs in consultation with Academic Affairs.

VII. Repeating a Course for Credit toward Graduation

- A. Certain courses, such as academic credit electives, may be repeated for credit toward graduation. The number of allowable repeat enrollments are provided in the in the Student Probation, Suspension, and Dismissal policy. Only those courses designated as repeatable for credit fall into this category.
- B. When a course is repeated under these circumstances, the full cost of instruction rule is not applicable until the maximum number of creditable repeats has been reached. All grades and credits associated with the allowable number of repeats will be considered in the student's GPA and will be considered in determining the credits for program completion. Once the maximum number of enrollments has been reached, additional enrollments will be treated as specified in the previous section on course repeats and may be subject to the full cost rule.

VIII. Repeating Non-credit Courses

- A. Short Self-Paced Courses are not subject to repeat rules.

IX. Transfer Credit (out from the Institution)

- A. INMED is pleased to help facilitate transfer credit to a student attending another institution such as a health profession school (i.e., school or nurse practitioner school).
- B. INMED will send, but is not limited to, the following information to the designated institute of the student:
 - Breadth, depth, and rigor of course content as evidenced by course syllabi, prerequisites, placement test scores, exit



requirements, student portfolios, textbooks, writing or oral communication requirements, grading standards, catalog descriptions, etc.

- Qualifications of the faculty member(s) providing the instruction
- Age of credits
- Recommendations through other established credit assessment bodies (e.g. ACE)
- Institutional accreditation via other professional assessment/accrediting bodies (e.g. state agency)
- Secondary documentation of course competencies (e.g. professional certification, standardized exam scores, etc.)