



Medical College of Georgia

Academic, Research, and
Student Affairs
Policy Library

Transfer Credit Policy

Policy 4.15

Volume 4 Enrollment Management
Chapter 15 Transfer Credit Policy

Responsible Office: Office of
Academic Admissions

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Policy Statement

This policy governs the evaluation and acceptance of courses that are presented for transfer to the Medical College of Georgia by students applying to enter the institution's baccalaureate, professional, and graduate degree programs. Criteria vary for acceptance of transfer credit by schools and degree programs. These criteria are set forth in this policy.

Reason For Policy

The Medical College of Georgia must ensure consistency and continuity in the acceptance of transfer credits to students within a given school or program. However, separate procedures exist to evaluate and accept transfer credits, depending on the degree program and the individual school.

Entities Affected By This Policy

All schools of the Medical College of Georgia are affected by this policy.

Who Should Read This Policy

All Deans, Department Chairs, admissions committee members, and other academic program officials should be aware of this policy and follow its procedures.

Contacts

Contact	Phone	e-mail/URL
Chief Transfer Officer	706-721-2725	acadadm@mail.mcg.edu www.mcg.edu/admissions
School of Medicine Associate Dean for Admissions	706-721-3186	http://www.mcg.edu/som/
School of Dentistry Associate Dean	706-721-2813	http://www.mcg.edu/sod/

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p415.pdf>

Related Documents

Board of Regents Academic Policies & Programs:

http://www.usg.edu/academics/programs/core_curriculum/gen_ed.phtml
http://www.usg.edu/academics/programs/core_curriculum/core_links.phtml
<http://www.usg.edu/academics/handbook/section2/2.04/2.04.phtml>
<http://www.usg.edu/academics/handbook/section2/2.04/2.04.01.phtml>
<http://www.usg.edu/academics/handbook/section2/2.04/2.04.04.phtml>
<http://www.usg.edu/academics/handbook/section2/2.04/2.04.05.phtml>
http://www.usg.edu/academics/programs/core_curriculum/areaf/
http://www.usg.edu/academics/programs/core_curriculum/faq.phtml
http://www.usg.edu/academics/programs/core_curriculum/transfer_officers.phtml

Overview

The Medical College of Georgia has designated a Chief Transfer Officer to facilitate the transfer of undergraduate credit from other institutions. The Chief Transfer Officer is the contact person for students, faculty, advisors, records and admissions personnel, and academic administrators when problems related to transfer of undergraduate (core curriculum) coursework occur. Students with questions or concerns about the transfer of undergraduate credit between System institutions should contact the Chief Transfer Officer at acadadm@mail.mcg.edu.

Courses submitted by a student for graduate or professional transfer credit are subject to review by the appropriate graduate program. The student applying for graduate or professional transfer credit is responsible for providing the necessary documentation for the review.

Process/Procedures

I. Transfer Credit Policy for Baccalaureate Degrees

Students with questions or concerns about the transfer of undergraduate credit should contact the Chief Transfer Officer at acadadm@mail.mcg.edu or 706-721-2725.

- A. Coursework transferred to undergraduate degree programs at the Medical College of Georgia must be collegiate level coursework that is relevant and applicable to the degree being sought at MCG. The courses must have been taught beyond the level of secondary education and as part of an associate degree program or a bachelor's degree program. Courses that are remediation of deficiencies from secondary school or from lack of preparation of the student will not be accepted for transfer.

Coursework must represent appropriate preparation for the degree program being pursued at MCG and must be considered (1) equivalent to the courses that have been designated as MCG's core curriculum for baccalaureate degrees or (2) equivalent to courses taught at MCG. Courses beyond the freshman and sophomore core curriculum may be transferred only if approved by the dean of the school in which the applicant plans to enroll. The Transfer Credit Authorization Form must be used for this purpose. Courses that are not applicable to the MCG degree will not be transferred. Coursework that is more than ten years old is subject to validation to the satisfaction of the dean of the school in which the applicant plans to enroll.

- B. Coursework must have been earned at an institution whose academic integrity has been assured.

For institutions in the United States, such assurance is provided by the institution's accreditation by one of the U.S. regional accrediting associations: the Southern Association of Colleges and Schools, the Middle States Association of Colleges and Schools, the New England Association of Colleges and Schools, the North Central Association of Colleges and Schools, the Northwest Association of Schools and Colleges, or the Western Association of Schools and Colleges.

For institutions outside the United States, such assurance is provided by an approved credentials evaluation service to which applicants submit their educational credentials.

Coursework taken at US institutions that are not regionally accredited may be evaluated for transferability subject to the satisfaction of the dean of the school in which the applicant plans to enroll. The Transfer Credit Authorization Form must be used for this purpose. Evaluation will focus on the level of instruction and applicability to the MCG degree.

II. Transfer Credit Policy for Graduate Degrees in the School of Allied Health Sciences

Courses submitted by a student for graduate transfer credit are subject to review by the appropriate graduate program. The individual applying for the transfer credit is responsible for providing the necessary documentation for the review. Transfer credit, if awarded, is authorized by the academic department on the Transfer Credit Authorization Form.

- A. The Department of Occupational Therapy may accept a graduate course for transfer if: (1) the course content is equivalent to a course offered by the graduate program at MCG; (2) the course was taken by the student within four years prior to the date of his/her projected enrollment; (3) the student earned a grade of either "B" or higher or "pass"; and (4) the course is recommended for transfer by the Department of Occupational Therapy's Academic Affairs Committee and approved by the dean.
- B. The Department of Physical Therapy allows no transfer credit for courses completed in physical therapy educational programs at other institutions. Students must apply as first-year Doctor of Physical Therapy students with no advanced standing and must complete the entire curriculum in residence.
- C. The Department of Physician Assistant requires 90 semester hours of undergraduate prerequisite courses taken at a regionally accredited college or university; however, these undergraduate courses are not awarded transfer credit toward graduate degree requirements. The department allows no advanced placement, transfer of credit, or experiential learning toward graduate degree requirements; students must complete the entire Master of Physician Assistant curriculum in residence.

III. Transfer Credit Policy for Graduate Degrees in the School of Graduate Studies

- A. Courses submitted by a student for graduate transfer credit are subject to review by the appropriate graduate program. The individual applying for the transfer credit is responsible for providing the necessary documentation for the review. Transfer credit, if awarded, is authorized by the academic department on the Transfer Credit Authorization Form. Course work transferred to a degree program in the School of Graduate Studies at MCG must be relevant and applicable for the degree being sought. A course may be accepted for transfer if: (1) the course content is equivalent to a course offered by the graduate program at MCG; (2) the course was taken by the student within five years prior to the date of his/her projected enrollment; (3) the student earned a grade of either "B" or

- higher or "pass"; and (4) the course is recommended for transfer by the program and approved by the dean.
- B. In certain cases, the transfer of credit may be awarded based, in part, on the student's performance on an examination prepared by the graduate program.
 - C. Up to six semester hours of credit may be transferred toward a master's degree.
 - D. In the case of a prospective student with a master's degree from another institution entering a PhD program in the School of Graduate Studies, the candidate shall pass an examination on his/her major subject and thesis during the first semester of residence if credit for any pertinent portion of the master's course work is to be applied. A maximum of six semester hours is usually allowed in transfer from a master's degree. The transfer of any course work beyond the master's level is a matter for negotiation between the student, his/her advisory committee, his/her major department and the dean. In general, no more than a total of 20 semester hours may be transferred toward the PhD.

IV. Transfer Credit Policy for First Professional Degrees in the School of Medicine and the School of Dentistry

- A. **School of Medicine.** Students currently enrolled and in good standing only at other LCME (Liaison Committee on Medical Education) -accredited medical schools will be considered for transfer admission with advanced standing to the second and third year classes of the School of Medicine only when there are compelling reasons for the transfer and only on a space-available basis. Courses taken at the student's first institution will be evaluated and transfer credit awarded on a course-by-course basis. Students accepted as advanced standing transfers under these circumstances may be required to study on an altered or modified curriculum and may be required to repeat certain courses taken at the student's first institution.
- B. **School of Dentistry.** The School of Dentistry usually does not accept advanced standing transfer students. However, in the event that a Georgia resident who has enrolled in a dental education program at another accredited US institution cannot complete his or her dental education due to discontinuation of the program in which the student initially enrolled, the Dean of the School of Dentistry may grant advanced standing admission to any such student provided the student (1) has met the admissions requirements for the School of Dentistry at the Medical College of Georgia and (2) is in good standing at the time the student's program was discontinued.

Courses taken at the student's first institution will be evaluated by the Curriculum Committee of the School of Dentistry. Transfer credit will be awarded or denied on a course-by-course basis. Students accepted as advanced standing transfers under these circumstances may be required to study on an altered or modified curriculum and may be required to repeat certain courses taken at the student's first institution.

V. Appeal Process

- A. **Undergraduate level:** At the lower-division undergraduate level, transfer credit decisions may be appealed in writing, to include a course syllabus of the disputed course, to the Chief Transfer Officer, who is the final authority.

At the upper-division undergraduate level, transfer credit decisions may be appealed in writing, to include a course syllabus of the disputed course, to the Department Chair. If the Department Chair approves the appeal, the Dean must also review and approve it. If the Department Chair rules against the appeal, the

student may appeal in writing, to include a course syllabus of the disputed course, to the Dean, who is the final authority.

- B. **Graduate level:** At the graduate level, transfer credit decisions may be appealed in writing, to include a course syllabus of the disputed course, to the Department Chair. If the Department Chair approves the appeal, the Dean must also review and approve it. If the Department Chair rules against the appeal, the student may appeal in writing, to include a course syllabus of the disputed course, to the Dean, who is the final authority.
- C. **Professional level:** At the professional level, transfer credit decisions may be appealed in writing, to include a course syllabus of the disputed course, to the Dean, who is the final authority.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 4.15, Transfer Credit Policy, are:

Deans	School approval of transfer credit awarded for courses above the freshman and sophomore core curriculum; sign Transfer Credit Authorization Form to authorize. Validate undergraduate credit more than 10 years old.
Department Chair	Departmental approval of transfer credit awarded for courses above the freshman and sophomore core curriculum; complete and sign Transfer Credit Authorization Form to authorize.
Chief Transfer Officer	Assures that undergraduate transfer credit is collegiate in level and nature and is equivalent to courses designated as MCG's core curriculum for baccalaureate degrees or is equivalent to courses taught at MCG. Assures compliance with University System of Georgia Core Curriculum policies.

Forms

Transfer Credit Authorization Form (attached)

(continued from reverse)

Student Name: _____
(Last) (First) (Middle) (Suffix) PULSE ID Number

Apply Credit Toward Program/Degree Level (Check one):

Doctoral:

- Biomedical Sciences (Ph.D.)*
- Biostatistics (Ph.D.)*
- M.D./Ph.D.*
- Nursing (Ph.D.)*
- Nursing Practice (D.N.P.)*
- Oral Biology & Maxillofacial Pathology (Ph.D.)*
- Physical Therapy (D.P.T.)

Baccalaureate:

- Clinical Laboratory Science (B.S.)
- Dental Hygiene (B.S.)
- Health Information Administration (B.S.)
- Nursing (B.S.N.)
- Radiologic Sciences (B.S.R.S.):
 - Diagnostic Medical Sonography
 - Nuclear Medicine Technology
 - Radiation Therapy
- Respiratory Therapy (B.S.)

Master's:

- Allied Health (M.S.)*
- Biostatistics (M.S.)*
- Clinical & Translational Science (M.S.)*
- Health Informatics (M.P.H.)*
- Medical Dosimetry (M.H.S.)
- Medical Illustration (M.S.)*
- Nursing (M.S.N.)* in:
 - Acute Care Nurse Practitioner*
 - Clinical Nurse Leader*
 - Family Nurse Practitioner*
 - Nursing Anesthesia*
 - Pediatric Nurse Practitioner*
- Occupational Therapy (M.H.S)
- Oral Biology (M.S.)*
- Physician Assistant (M.P.A.)

Certificate:

- Acute Care Nurse Practitioner (post-master's)*
- Clinical & Translational Science (post-master's)*
- Family Nurse Practitioner (post-master's)*
- Health Information Administration
- Pediatric Nurse Practitioner (post-master's)*
- Psychiatric/Mental Health Nurse Practitioner (post-master's)*

Program Director (if applicable):

Department Chair (or authorized representative):

Signature

Signature

Date

Date

Approval(s) of Recommendation (as applicable):

Dean, School of Allied Health Sciences
(or authorized representative)

Dean, School of Nursing
(or authorized representative)

Signature

Date

***Dean, School of Graduate Studies (or Authorized Representative):**
(Required if program description above is followed by an asterisk)

Signature

Date

Return completed TRANSFER CREDIT AUTHORIZATION FORM to:

Office of Academic Admissions
AA-170 Kelly Administration Building