



Transfer Credit and Exemption Policy

PURPOSE: To document the policy on transfer of credit and exemption

MONITOR: Academic Dean

AUTHORIZATION: Executive Committee

AUTHORIZATION DATE: May 2019

REVIEWED BY: Academic Dean, Registrar, Dean of Enrollment Management, CEO

REVISION DATE(S): October 2019 - Advanced Standing; June 2020 – VA fee statement; July 2021 – statement on residency added

EFFECTIVE DATE: May 2019

NEXT REVIEW DATE: May 2021

POLICY APPLIES TO: All Students

POLICY

Transfer credits may be approved for individual courses when a student has previously completed academic coursework at an accredited institution recognized by the Department of Education that meets the same course outcomes as the equivalent Virginia University of Integrative Medicine course. Transfer credit is based on academic equivalency between courses that are less than five years old. Exemption is based on academic experience more than five years old, professional experience and other related credentials.

In each case, either transfer or exemption, if approved, credit is awarded. Approved transfer credits will be denoted on the student transcript with the letter(s) “TR”, while exemption credits will be noted by “EX” and exemption (by challenge exam) will be noted with “CE” as the grade.

Students may apply for transfer credit and/or course exemption as part of their master’s degree or doctoral degree. The maximum number of credits for which course exemptions and transfers may be granted is 50% of the total credits in the Masters and First Professional Doctor programs. Of that 50%, no more than 25% of the program clinical training requirements may be accepted as transfer or exemption credit. No more than 33% of the total credits in post-master’s doctoral degree program may be transferred or exempted.

There is a \$400 fee for processing all requests for transfer of credit and exemption. Additionally, proctoring fees for any required challenge exams are \$125 per exam.

**Students receiving Veterans benefits will not be charged a fee for transfer of credit or exemption review per Veterans Administration policy.*

Advanced Standing

Advanced standing represents student achievement of coursework, completed at VUIM (or at another ACAOM accredited program) with duplicative coursework that applies to other VUIM program(s). Under the following conditions, advanced standing will be recognized by the LMS system and no transfer of credit or exemption review will be conducted.

1. VUIM Masters degree students (currently enrolled) and graduates who completed their degree within the last five years, interested in enrolling the Professional Doctor of Acupuncture or Oriental Medicine respectively;
2. VUIM Masters degree graduates who completed their degree more than five years ago, and who can substantiate active practice since graduation with a copy of their professional acupuncture license, interested in enrolling the Professional Doctor of Acupuncture or Oriental Medicine respectively;
3. VUIM Master of Acupuncture students (currently enrolled) and graduates who are interested in enrolling in the Master of Oriental Medicine program;

Under the following conditions, advanced standing may be recognized after completion of a full transcript review (challenge exams or masters level course enrollment may be required):

1. Non VUIM Masters degree graduate prospective students interested in Professional Doctor completion program enrollment, who completed their degree more than five years ago, and who can substantiate active practice since graduation with a copy of their professional acupuncture license;

2. Non VUIM Masters degree graduate prospective students interested in Professional Doctor completion program enrollment, who completed their degree less than five years ago;
3. Former VUIM students who previously completed courses and withdrew from a program before completing a degree, more than five years ago.

Residency Requirement – Given the maximum allowable transfer of credit/exemption, students are thus expected to complete at least 50% of their enrolled curriculum at VUIM.

Transferability of Credit earned at VUIM is always up to the receiving institution unless a pre-established transfer of credit policy exists with a specific institution.

PROCESS

Transfer Credit

1. Students interested in Transfer of Credit must submit a Request for Transfer of Credit Review Form, along with their official transcripts, specifying the courses requested to be reviewed for transfer, including official course descriptions. Pay the associated fee.
 - a. Additional information including a course catalog, syllabus and other related information for each course under review from the former college or university may be required.
2. Request is processed internal staff and submitted to the Academic Dean for review.
3. Students receive notice from the Registrar. Upon approval, course credits, but no grades, are transferred to the VUIM transcript.
 - Courses taken more than 5 years prior to enrollment are not eligible for transfer (students may apply for course exemption, which may include a corresponding challenge exam). Equivalency is determined by the Academic Director or his/her faculty designee.
 - The student must have earned a minimum grade of “C” or PASS “P” for the course to be considered for transfer.
 - Students should apply for transfer review during the application process with Admissions. If applying after acceptance into a program and after the admissions process is complete, the Registrar will oversee the process including final notice to the student.

PROCESS

Exemption by Exam

1. Students interested in Exemption by exam must submit a Request for Exemption Credit Review Form, specifying the courses requested to be reviewed for exemption, including official course descriptions. Pay the associated fee.
2. Request is processed by internal staff and submitted to the Academic Dean for review.
3. The Academic Dean review the request and notify the Registrar of the completed review and exams that need to be set up.
4. Registrar will set up exams and the student will receive a request for scheduling of each exam.
5. Exams will be proctored for each course requested.
6. Students receive notice from the Registrar regarding their awarded credit. Upon approval, course credits, but no grades, are transferred to the VUIM transcript.

*Challenge exams may be taken one time only for each request. There are no retakes for failed Challenge Exams. Students will be required to take the course when a Challenge Exam is approved and failed.

PROCESS

Special Exemption by credential

In some cases, active professional experience may be considered for exemption of western medical courses. For this purpose, VUIM has created a specific, streamlined approach to processing these requests. This process applies only to the Masters and First Professional Doctor programs at VUIM.

Medical professionals who hold an active license, in good standing by the approving board in their state, may request “special exemption by credential”. The following professionally licensed practitioners are eligible:

Medical Doctors, Naturopathic Doctors, Physicians Assistants, Registered Nurses (including Associates, Bachelor and Masters level), Nurse Practitioners, Chiropractors, Physical Therapists, Physical Therapy Assistants, Internists and Osteopathic Doctors

The following courses will be automatically applied as exemption credit:

WM300	Western Medical Terminology	3 credits
WM310	Anatomy & Physiology I	4 credits
WM320	Anatomy & Physiology II	4 credits
WM330	Anatomy & Physiology III	4 credits
WM410	Pathophysiology I	4 credits
WM420	Pathophysiology II	4 credits

WM430	Microbiology & Immunology	3 credits
WM450	Western Physical Exam & Assessment	3 credits
WM470	Red Flag Symptomatology and Emergency Management	2 credits
WM510	Western Internal Medicine I	3 credits
WM520	Western Internal Medicine II	3 credits
WM530	Western Internal Medicine III	3 credits

Additional Western medical courses may also be eligible for exemption following review by the Academic Dean.

1. Students will complete and submit the “Special Exemption by Credential” form, along with a copy of their license and official school transcript. Pay the associated fee.
2. The registrar will process and notify the student when data entry is complete.

In very rare instances, students may be eligible for course exemption in other academic areas due to significant professional experience. In such cases, students may apply for special course exemption by describing their related professional experience and including any associated substantiating documentation.