



Policy Type	<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Revision
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## Acceptance of Transfer Credit Policy

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### Category/Type

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**Academic (relates to academic affairs generally, faculty and/or student affairs)**

### Rationale

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The purpose of this policy is to explicate the Baylor College of Medicine (BCM) criteria for evaluating, awarding, and accepting credit for transfer, credit by examination, advanced standing, and professional certificates.

### Stakeholders Affected by this Policy

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The stakeholders of this policy are students, applicants, Program Directors, Deans, the Office of the Registrar, and Admissions Offices/committees.

### Definitions

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**Transfer credit** is credit taken outside of the student's home school.

**Credit by examination** allows a student to receive credit by achieving a satisfactory score on subject specific examinations.

**Advanced Standing** may be granted to students in the School of Allied Health Sciences who meet advanced admissions requirements outlined on the school's website.

**Professional Certificates** can be obtained from non-degree programs and assure proper qualification for a subject matter or job.

### Policy

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BCM awards transfer credit based on defined and published policies for evaluating, awarding, and accepting credit from other regionally accredited academic institutions.

Only those courses in which a grade is assigned as the result of an examination (not seminar, special projects, or research) will be considered by qualified faculty and school specific committees for transfer.

Programs accepting transfer credit require an official transcript, course syllabus or other course-related,

detailed content outlining concepts covered in the course.

Each school provides information regarding coursework that is accepted for transfer credit and has specific policies regarding the acceptance of transfer credit, which are outlined in the respective handbook.

For programs accepting requests for transfer of graduate level course work, coursework must be taken and completed (with grades of B or above, satisfactory or pass) at another university, provided that the courses were completed no more than 5 years before matriculating at BCM.

In limited circumstances, exemptions or credits may be considered by specific programs for courses taken and completed no more than 7 years before matriculating at BCM, provided that the subject matter does not change.

## Responsibilities

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The school-designated individual or committee comprised of qualified faculty is responsible for evaluating the acceptance of transfer credit. Once approved, the Office of the Registrar applies the credit to the academic record.

Students/applicants are expected to provide the appropriate documents for their request(s) to be considered, as indicated in the aforementioned Policy section.

## Procedures for Implementation and Review

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### **Requests for transfer of credit**

Students may request to transfer credit from another institution in writing for evaluation by the academic program and/or school. Students must be prepared to obtain and provide supporting documentation for previous coursework, including but not limited to official transcripts, detailed course descriptions, syllabi and other course-related detailed content outlining concepts covered in the course. This information is evaluated by qualified faculty within each school. Once approved, the request will be routed to the Office of the Registrar to apply credit to the official record.

Please review additional criteria for each school in the respective school's handbook.

### **Schedule for Review**

This policy will be reviewed every five years and revised as needed.

## Tools

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GSBS transfer credit form: <https://mediasrc.bcm.edu/documents/2013/28/transfercrredit.pdf>

School and program specific policies and handbooks

## Related Policies

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Credit Hour Policy

## Applicable Laws, Regulations & Standards

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SACSCOC Comprehensive Standard 3.4.4