

SCHOOL POLICY

Section Title: Academic Matters

Policy Name: Transfer of Credits for Prior Biology-Based Study in a Health Professional School/Program

Responsible Executive: Associate Dean for Academic and Faculty Affairs

Responsible Office: Office of the Registrar

Originally Adopted: 09/20/2012

Revisions:

I. PURPOSE

This policy defines the process for requesting academic transfer credits toward the MPH degree for prior biology-based study in a health professional school/program.

II. ACCOUNTABILITY

The Office of the Registrar is responsible for implementing this policy under the general direction of the Associate Dean for Academic Affairs.

III. APPLICABILITY

Matriculated MPH students in the School of Public Health may be allowed up to six transfer credits as electives for prior study related to the Biological Basis of Health gained through the curriculum of a health professional school (Allopathic, Osteopathic and Veterinary Medicine, Dentistry, MS Nursing, Pharmacy or Physician Assistant). The approval of the Prior Study Transfer Credits depends on how the student's prior study applies to his/her department's MPH curriculum.

i. Eligibility

Students eligible for the Prior Study Transfer Credits include matriculated dual degree students enrolled in the School of Public Health and another approved health professional school. Graduates of accredited health professional schools located in the US or Canada are also eligible if they have 1) been engaged in active professional practice (including residency or fellowship) within the past two years and 2) hold at a minimum a master's degree in a health-related field or an MBBS (Bachelor of Medicine, Bachelor of Surgery or its equivalent). If the student is a foreign trained medical doctor, dentist or veterinarian, they must meet the first condition above (engaged in active professional practice within the past two years) and hold a current US medical, dental or veterinary license, unless an exemption is provided by the student's Department Chair.

ii. Applying for Prior Study Transfer Credits

Current School of Public Health dual degree students who wish to apply for Prior Study Transfer Credits must submit a completed Application for Transfer Credit form and a current transcript from their health professional school to the School's Office of the Registrar. Current School of Public Health dual degree students may

apply for the Prior Study Transfer Credits after the successful completion of the first year of their health professional school **and** after their first semester at the School.

Current School of Public Health students who wish to apply for Prior Study Transfer Credits must submit a completed Application for Transfer Credit form, with appropriate signatures, and a copy of their current health professional license to the School's Office of the Registrar. Current eligible School of Public Health students may apply for the Prior Study Transfer Credits after their first semester at the School.

Courses approved for transfer must meet transfer credit requirements, including have been completed within seven years of application with a grade of B or better and taken for graduate credit, unless an exemption is provided by the student's Department Chair. In addition, courses approved for transfer may also have been completed with a grade of Pass or higher under the present policy only.

iii. Approval for Prior Study Transfer Credits

Any student who wishes to apply for Prior Study Transfer Credit must obtain signatures from their department chair and campus associate dean on the Application for Transfer Credit form. In addition, MPH students in the Departments of Biostatistics, Health Education and Behavioral Science, Health Systems and Policy, and Urban Health Administration must first consult with their faculty advisor to determine whether their prior study is applicable to their department's MPH curriculum. (MPH students in the Departments of Dental Public Health, Environmental and Occupational Health, Epidemiology, and Quantitative Methods do not have to consult with their faculty advisor to determine applicability of their prior study but they still need to submit a completed Application for Transfer Credit form.) If the student is a current School of Public Health dual degree student, the current dual degree program agreement dictates whether the student automatically receives the Prior Study Transfer Credits.

iv. Prior Study Transfer Credits and Maximum Transfer Credit

The credits transferred through the Prior Study Transfer Credits are counted towards the maximum number of credits eligible for transfer in the MPH degree program. Please see the School Bulletin for more information about the number of maximum transfer credits (usually 12 credits) allowed for the MPH degree program.