

School of Integrative Health / NDMU

Academic Policy and Procedures

August 2025

Subject: Transfer Credit Policy

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1. Purpose

The purpose of this policy is to outline the School of Integrative Health's acceptance of transfer credits.

2. Policy

2.1 Transfer Credits

Transfer credits may be considered when a student has:

- i) Completed a graduate-level course that meets the same learning outcomes as an SOIH course
- ii) Completed a combination of graduate academic courses that together meet learning outcomes for a single SOIH course
- iii) Completed one or more graduate academic courses, combined with life or professional experience, that together meet learning outcomes for a single SOIH course

Only graduate-level coursework from a degree-granting college or university accredited by an accrediting body recognized by the U.S. Department of Education is eligible for transfer credit consideration, and an earned grade of 80% or equivalent is required for courses to be considered for transfer credit.

Supplemental experience must be supported by documented evidence of professional trainings, certifications, licenses, etc. Life or professional experience without supporting graduate-level coursework cannot be considered for course transfer.

The Department Chair or subject matter expert will determine course equivalency using a rubric approved by the University Curriculum Committee (Transfer Credit Review Worksheet). If the review of the student's material does not yield a clear decision, an exam or other form of assessment (e.g., research paper, skill demonstration) will be required to qualify for transfer. If an exam is required, arrangements for taking the

exam must be made through the Registrar's Office, which will schedule the exam with the Department Chair. The Registrar's Office will notify the student of the outcome of the exam.*

In the case of certain 500-level SOIH courses, undergraduate coursework may be considered for course transfer. In the case of SOIH 600-level or above courses, only graduate coursework and syllabi will be considered as evidence for transfer.

Transfers will only be accepted for courses prior to enrollment in the SOIH program with the exception of 500-level courses. Transfer of 500 level courses can be completed while enrolled in the SOIH degree.

* Within the Acupuncture area of study, accreditation standards require that courses taken more than five (5) years prior to enrollment are only eligible for transfer credit after validating and documenting the retention of the content knowledge and competencies of the respective course(s) via an exam or other assessment. Other departments may, at their discretion, also require assessments when retention of knowledge and competencies is in doubt (e.g., when courses were taken more than 5 years prior to enrollment).

2.2 Additional Considerations

Applicants who have earned degrees outside of the United States and are required to supply course-by-course degree evaluations as part of their application for admission, and who wish to apply for transfer credit, must also secure and provide official translations of course syllabi and other supplemental material for their transfer credit applications.

Students may apply for transfer credits if they are enrolling in a doctoral degree, master's degree, post-baccalaureate certificate, or post-master's certificate. An application for transfer credit may be submitted by an applicant with an active application to a degree or certificate program in an upcoming term, an applicant who has been accepted to a degree or certificate program in an upcoming term, or a current student of SOIH who is active and in good academic standing.

The maximum number of credits for which course transfers may be granted is 35% of the total credits for Acupuncture programs, including no more than 25% of the credits for the program clinical training requirements. For all other programs, 25% of the total credits of master's programs and bachelor's-doctoral degree programs, and up to three (3) credits in post-baccalaureate and post-master's certificates are allowed. In addition, the limit for transferring 500-level courses is six (6) credits. Up to six (6) credits may be applied to a post-master's doctoral program at SOIH (e.g., post-master's DCN program) from another post-master's doctoral program in which the student has been previously matriculated.

See Appendix 1 of this policy for details of the maximum allowable number of transfer credits by program. Beyond the maximum transfer allowances listed in Appendix 1, all credits applied towards completion of a degree must be earned at SOIH. In some cases, these credits may have been completed at SOIH as part of a different degree or certificate. For example, if two different SOIH degrees require the same course, the relevant credits completed as part of the first degree may be applied towards the second degree. In such cases, the credits would not be considered transfer credits but would be considered credits earned at SOIH as part of the degree completion requirements.

Under no circumstances can credits earned at SOIH, or at another degree-granting college or university, be applied to meet multiple requirements within a SOIH program. For example, a 3-credit course completed at an external university could not be used as transfer credits for two different 3-credit SOIH courses

within a program.

Note: SOIH occasionally develops articulation agreements with other organizations that provide for specific transfer credit and/or course exemptions. These arrangements are the result of a systematic review and comparison of the external organization's curriculum and learning outcomes with SOIH's programs by the individual department, and approved by the Dean and the Provost. The review is documented using the Articulation Agreement Curriculum Analysis Form. These arrangements apply to all course completions and program graduates specified in the articulation agreement.

3. Procedures

Students interested in transfer credit must complete and submit the [Transfer Credit Form](#) along with official documentation.

Official documentation for transfer credit must include official transcript(s) and a syllabus for each course under review from the previous school(s). Documentation may also include supplemental materials such as copies of professional trainings, certificates, and/or licenses if applicable.

Consideration for transfer credit will not be processed by the Graduate Admissions Office or the Registrar's Office without submission of an application with supporting documentation.

3.1 New Student Submissions

The Graduate Admissions Office will process all transfer credit applications, including notice of award, until the end of the Schedule Adjustment Period for the student's first term. After the end of the Schedule Adjustment Period, the Registrar's Office will process all transfer credit applications, including notice of award. Upon approval, course credits without the grades will be transferred to the SOIH transcript.

Application and documentation for transfer credit should be submitted as soon as possible. Transfer credit applications submitted less than 3 weeks prior to the start of the student's first term may not be completed before the end of course registration. In those cases, students should consult with their Academic Advisor to ensure they register for the correct number of credits to maintain Satisfactory Academic Progress.

3.2 Current Student Submissions

All transfer credit applications should be submitted at the time of application to the program. On the rare occasion that a continuing student identifies an additional course for which they believe they are eligible for transfer, the student should submit the application and documentation as soon as possible.

The Registrar's Office will process all transfer credit applications, including notice of award, for current students.

Upon approval, course credits without the grades will be transferred to the SOIH transcript.

Note: A student cannot apply for transfer credit for an SOIH course for which the student has previously received a grade of F or W. The only exception is transfers for 500-level courses that are completed subsequent to receiving the W or F grade.

4. References

5. Approval and Revisions

Approved by Dean, School of Integrative Health, Christina Sax, PhD (August 2025).
Conversion of policy from Maryland University of Integrative Health

Appendices

5.1 Appendix 1: Allowable Transfer Credits by Program

PROGRAM	TOTAL NUMBER OF PROGRAM CREDITS	MAXIMUM NUMBER OF ALLOWABLE TRANSFER CREDITS
Acupuncture and Herbal Medicine		
PBC in Chinese Herbs	41	14
Master of Acupuncture with a Chinese Herbal Medicine Specialization	168.25	59
Master of Acupuncture	128.25	45
Doctor of Acupuncture with a Chinese Herbal Medicine Specialization	190.25	67
Doctor of Acupuncture	150.25	53
Ayurveda		
PBC in Ayurvedic Wellness Practices	12	3
Cannabis Science		
PCB in Cannabis Science: Therapeutics, Product Design, and Quality Assurance	15	3
Health and Wellness Coaching		
PBC in Health and Wellness Coaching	15	3
Master of Arts in Health and Wellness Coaching	30	8
Health Promotion		
PCB in Workplace Wellness	13	3
Master of Science in Health Promotion	35	9
Herbal Medicine		
PBC in Herbal Studies	12	3
Master of Science in Herbal Product Design and Manufacture	37	9
Master of Science in Clinical Herbal Medicine	36	9
Integrative Health Studies		
PBC in Integrative Health Studies	12	3
Master of Arts in Integrative Health Studies	30	8

Nutrition		
PBC in Culinary Health and Healing	12	3
Master of Science in Nutrition & Integrative Health		
• Human Clinical Nutrition Area of Concentration	48	12
• Herbal Medicine Area of Concentration	58	15
PMC in Nutrition & Integrative Health	15	3
Doctor of Clinical Nutrition	48	6
Yoga		
Master of Science in Yoga Therapy	39.5	9
PMC Certificate of Therapeutic Yoga Practices	12	0