

Standard:	5	Admissions and Student Services
Criterion:	5.03	Transfer Credits/Transfer Students
Approved By:	ACAOM Commission	
Document History:	<i>Implementation Date:</i>	
	<i>Last Updated:</i>	May 7, 2018
Related Policies:		
References:		
Responsible Official:	ACAOM Executive Director	

INSTITUTIONAL COMPONENTS

These components are defined as those relevant only to entities that are institutionally accredited by ACAOM. These institutional components are not relevant or pertinent to the schools that rely on ACAOM for programmatic accreditation only.

- A. The institution must publish its policies on awarding of credit by transfer, and said policy must comply with all applicable state authorizing and licensing agencies' regulations.
- B. Credits accepted for transfer by the institution must have been earned at a post-secondary institution accredited or pre-accredited by an agency recognized by the U.S. Secretary of Education.
- C. Credits accepted for transfer by the institution must be based on an official transcript received by the institution.
- D. In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated by a recognized education credentials evaluation services.
- E. Transfer students must meet the admissions requirements in effect at the time of their official matriculation.

PROGRAMMATIC COMPONENTS

These components are defined as those that are relevant to ACAOM programs, regardless of the institutional accreditation. Programmatic components may be further differentiated as applicable to all program levels (i.e., Masters, Professional Doctorate) or applicable to only one program level.

ALL PROGRAMS:

- A. Programs must demonstrate that credits accepted for transfer to meet program graduation requirements are equivalent to published program degree requirements in content, rigor, and credit hour requirements.
- B. Credits accepted for transfer into the program must have been earned at a post-secondary institution accredited or pre-accredited by an agency recognized by the U.S. Secretary of Education.

- C. Credits accepted for transfer into the program must be based on an official transcript received by the institution.
- D. In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated by a recognized educational credentials evaluation service.
- E. Transfer students must meet the program admissions requirements in effect at the time of their official matriculation.
- F. The program must demonstrate and document an acceptable process for assuring equivalent competencies for credit accepted via transfer. Credits earned more than five (5) years prior to admission may only be accepted for transfer after validating and documenting that the student has retained the content knowledge and competencies of the respective course(s) for which transfer credits are being assessed.

MASTER’S LEVEL AND PROFESSIONAL DOCTORATE [PD] PROGRAMS:

- G. Subject to relevant state regulations and licensing agency rules, applicants may receive transfer credit for up to 50% of the total program credit requirements. Of that 50%, no more than 25% of the program clinical training requirements may be accepted as transfer credit.

POST-GRADUATE DOCTORATE [DAOM] PROGRAMS:

- G. Subject to relevant state regulations and licensing agency rules, applicants may receive transfer credit for up to 33% of the total program credit requirements. Transfer credit may only be awarded for course work at the doctoral level that supports the program's objectives and meets the standards for completion of the program.

Revision History

Date Revised	Summary of Revisions	Approved By
181010	Added DAOM component	

Programs and institutions are responsible for understanding and following ACAOM’s current policies and procedures found at <http://acaom.org/policies/> and are encouraged to timely contact ACAOM with any questions or need for further clarification. The Commission is not bound by a rigid sequence of actions nor precluded from taking actions at any time as warranted by evolving circumstances; any dates or timelines provided for planning or illustrative purposes may change.