



## Policy to Determine Course Equivalency

Mercy College of Health Sciences accepts courses offered by accredited institutions of higher learning. Courses accepted as transfer credit may apply toward degree requirements and must be of comparable content and rigor to Mercy College courses. Developmental courses are exempt from this policy unless judged by the Registrar's Office to be equivalent to those offered at the College and accepted for credit. Mercy College may refuse to recognize credit from a non-accredited institution or it may accept credit for courses passed with a minimum grade of "C" (not C-) at the discretion of the Registrar's Office and the appropriate content faculty. Mercy College transfers credit on a course-by-course basis. Course equivalency is determined by course content and not course nomenclature.

**Purpose:** The purpose of this policy is to determine course equivalencies based on similar course outcomes for courses that are not identical to, but similar to, Mercy College of Health Sciences courses.

**Responsible parties:** Registrar and Content Faculty

**Procedure:**

1. Student will provide a course syllabus and any additional documentation needed.
2. Content faculty will assess outcomes and content for a 70% match to determine equivalency.
  - a. A course syllabus will be used to review course descriptions, content, and student learning outcomes.
    - i. If available, a review of the *schedule of topics* should be conducted.
3. Best practice: Transfer of 100 and 200 level coursework can be considered at the same level; 200-to-300 level coursework can be deemed equivalent when academic content and rigor is the same; and, 300-to-400 level coursework can be deemed equivalent when academic content and rigor is the same;
4. All equivalency reviews will be documented, and retained, for five years.
5. If a course is deemed to be non-equivalent, documentation must be kept which includes the rationale.
6. If a course is deemed non-equivalent, please refer to the options for transferring non-equivalent credits.
  - a. Options for transferring non-equivalent credits are to transfer them as: core requirement credits, elective credits, or substitution credits.



**Course Equivalency Review**

Student Name: \_\_\_\_\_

Course name and # reviewed: \_\_\_\_\_

MCHS course name and # reviewed: \_\_\_\_\_

Syllabus provided (attach): Yes    No

Schedule of topics provided (attach): Yes    No

List the number of MCHS course outcomes for this course: \_\_\_\_\_

Are all of MCHS course outcomes addressed in provided syllabus or schedule of topics? Yes    No

If no, list MCHS outcomes not add addressed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does the course match at least 70% of MCHS content and outcomes? Yes    No

Transfer course outcomes and content have been reviewed, and this course has been deemed equivalent for course listed above. Yes    No

If no, provide rationale: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Content Faculty

\_\_\_\_\_  
Signature of Program Chair (or Dean)

\_\_\_\_\_  
Signature of Registrar