



Policy for Transferring Non-Equivalent Credit Hours

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 if non-equivalent credit hours can be transferred and, if they can, how to apply them MCHS requirements.

Responsible parties: Registrar and content faculty

Procedure:

1. Course Equivalency form must be attached if completed; please refer to the *Policy to Determine Course Equivalency*.
2. Content faculty or the Office of the Registrar can determine if non-equivalent credit hours are transferrable to MCHS.
 - a. If content faculty or the Office of the Registrar cannot determine if credit hours are transferrable, the Program Chair or Academic Dean can make the decision.
3. Content faculty or the Office of the Registrar can determine how transferrable credits apply to MCHS requirements.
 - a. If content faculty or the Office of the Registrar cannot determine how transferrable credits apply to MCHS requirements, the Program Chair or Academic Dean can make the decision.
4. All transfer credit reviews will be documented, and retained, for five years.
 - a. Options for transferring non-equivalent credits are to transfer them as: core requirement credits, elective credits, or substitution credits.



Non-Equivalent Credit Hour Transfer Review

Student Name: _____

Course name and # reviewed: _____

Syllabus provided (attach): Yes No

Schedule of topics provided (attach): Yes No

Credit hours are from a regionally accredited institution of higher learning: Yes No

Course deemed to have comparable content and rigor to MCHS courses: Yes No

If no, provide rationale: _____

Course outcomes and content have been reviewed, and this course has been deemed transferrable to MCHS. Yes No

If no, provide rationale: _____

Transfer of Non-Equivalent Credit Options:

_____ Transfer as Core Requirement Credit

_____ Transfer as Elective Credit

_____ Transfer as Substitution Credit

List number of credit hours transferred for this course: _____

Signature of Content Faculty

Signature of Registrar

Signature of Chair or Dean (as needed)