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Credit Transfer Policy

Scope

Applies to learners within the Mayo Clinic College of Medicine and Science (MCCMS) when they wish to transfer credits.

Purpose

To define if and how credits obtained at other accredited institutions of higher education are evaluated for fulfillment of degree or certificate requirements in MCCMS educational programs.

Policy

Mayo Clinic School of Medicine

- Mayo Clinic School of Medicine does not accept transfer students.

Mayo Clinic School of Health Sciences

- Mayo Clinic School of Health Sciences (MCSHS) does not accept transfer of credits, except on a limited basis for the following programs:
 - Nurse Anesthesia
 - Respiratory Care
- MCSHS program directors evaluate course work and make the final determination regarding credit transfer.

Mayo Clinic School of Graduate Medical Education

- Transfer of credits is not applicable to the Mayo Clinic School of Graduate Medical Education.

Mayo Clinic Graduate School of Biomedical Sciences

- Mayo Clinic Graduate School of Biomedical Sciences (MCGSBS) students who wish to transfer graduate credits to substitute for a Mayo elective, core, or track-required course must obtain approval from both the Mayo course director and their Graduate Program Director.
- To substitute or to waive core or track-required course credits, the student may be required to prove competence by taking an exam as dictated by the course director on the subject.
- If the course director and the Graduate Program Director determine that a student has the knowledge equivalent to satisfactory performance in the Mayo course, written approval from the course director and the Graduate Program Director must be sent to MCGSBS to document the student's academic record accordingly.
- If a student wishes to count credits earned in a Mayo graduate course towards the program's required elective credits, but the Mayo course is not listed as an option for elective credit, the Graduate Program Director may approve at his/her discretion based on the student's career objectives. If approved, the Graduate Program Director must provide written approval to MCGSBS to document the student's academic record accordingly.

External Courses

- MCGSBS programs do not accept transfer students; however transfer credits for graduate courses taken at another institution can be considered.
- Students who wish to transfer credits for graduate courses taken at another institution must have earned a grade of A or B to request credit. The student must provide a course description or syllabus and grading scale from the institution to the Graduate Program Director for approval.
- The time interval since the credits were earned must be within five years, unless exception approved by the Graduate Program Director.
- If the Graduate Program Director supports the credit transfer, written approval from the Graduate Program Director must be sent to MCGSBS, including the supporting course information from the other institution.

Total Credits Allowed

- A total of 21 credits may be transferred into the Ph.D. Program.

- A total of 9 didactic credits may be transferred into the Employee Master's Program.
- A total of 6 didactic credits may be transferred into the Clinical Master's Program.
- A total of 6 didactic credits may be transferred into the Basic Science Master's Program.
 - Exception for Clinical and Translational Science (CTSC) Master's degree: Up to 50% of graduate course credits earned within ten years in MCGSBS may be used towards earning a CTSC Master's degree. Credits completed prior to application into the Master's program will be considered at time of application.

Policy Notes

N/A

Related Procedures

N/A

Related Documents

N/A

Definitions

Learner: an individual enrolled in the Mayo Clinic School of Health Sciences (MCSHS), Mayo Clinic Graduate School of Biomedical Sciences (MCGSBS), Mayo Clinic School of Medicine (MCSOM), or Mayo Clinic School of Graduate Medical Education (MCSGME).

References

N/A

Owner

David Dahlen on behalf of Mayo Clinic College of Medicine and Science Policy Workgroup

Contact

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Revision History

Date	Synopsis of Change
05/23/2018	Policy updated with minor clarifications in MCGSBS section including documentation of external courses.
10/6/2017	Policy updated to most recent template. Removed redundant sections under MCGSBS section.
01/25/2016	Policy has been updated to most recent template. No updates made. Policy being migrated to UCM with most recent approved edits.
09/01/2008	Approval for need to establish document: Mayo Clinic Education Committee

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