

A transfer student is one who has completed coursework at a college of acupuncture or Oriental medicine and is seeking transfer credit and specialized placement as a result of that coursework. All transfer students must meet the same prerequisites as any applicant. Applicants may request transfer of credits in the master's degree program for courses taken at an accredited or ACAOM-candidate college prior to enrollment at OCOM. Transfer students must be enrolled at OCOM for a minimum of two years in residence, and must complete a minimum of 80 credits and 100 percent of their clinical internship at OCOM. Clinic observation hours may transfer, although all students will complete a specified number of clinic observation hours at OCOM. The college reserves the right to require challenge examinations in the evaluation of all transfer credits. Once a student is enrolled at the college, all required classes must be taken at OCOM.

If a student has completed coursework at a foreign institution or one which is not accredited by ACAOM, the Dean of Academic Affairs will review the situation and make a determination as to the applicability of any transfer credit. Students from foreign institutions must have their transcripts evaluated by an international educational service.

Transfer credit is awarded only for classes completed with a grade of "C" or better.

Transfer students are required to provide course descriptions and/or syllabi of courses upon request, and to meet with the Dean of Academic Affairs to determine whether there is any identified disparity or deficiency in course credits, hours, content, or educational level. The year the course was taken is also considered.

If such a deficiency is suspected or identified, the Dean of Academic Affairs, in consultation with the course instructor, will determine whether the student must pass a challenge exam in the subject. The student will be responsible for the expense of the challenge exam. If the deficiency or disparity is too great, the student will be required to retake the course in question.

If the instructor and/or the Dean of Academic Affairs determine the student's training and/or education is substantially equivalent to that offered at OCOM, or when a challenge exam has been successfully completed in the subject in question, the student's transcript will reflect a transferred ("T") with the number of credits/hours awarded by the previous institution, and the course requirement will have been met. Transfer credit for core courses should be limited to

courses taken within the last seven years, unless there is clear indication by reason of the student's active profession, or by more recent related study, that the student is current. When there is doubt, a challenge exam can be utilized to demonstrate competency. In addition, transfer students may be required to complete required reviews.

If a transfer student applicant has not been enrolled in their previous AOM college for three or more years, they will not be eligible to enter OCOM as a transfer student, but will have to apply as a beginning student.

As a California-approved school, OCOM must comply with laws and regulations relating to the practice of acupuncture as issued by the California Acupuncture Board. These rules require the following limitations on transfer credit for students transferring from colleges of Oriental medicine that are NOT approved by the California Acupuncture Board:

Transfer students must pass a challenge exam for any course for which they are granted transfer credit. No more than 50 percent transfer credit may be awarded for courses in acupuncture, Chinese herbal medicine, Oriental medicine theory, and treatment procedures. The remaining 50 percent must be completed at OCOM.

These limitations may require a transfer student from an unapproved institution to repeat courses and to graduate with additional credits in order to qualify to take the California Acupuncture Licensing Examination (CALE).

Transfer and Exemption from Individual Courses

Upon enrollment in the program, a student will be given the opportunity to request transfer credit for specific classes that are essentially similar in description, content, level, and credits/hours and were taken at an accredited college or university. Students must fill out a transfer credit request form and utilize course descriptions and syllabi to ascertain the alignment of course content. Transfer credit must be requested and reviewed within 12 months of the student's matriculation or prior to the quarter in which the course is offered (whichever occurs first). Transfer credit is awarded only for classes completed with a grade of "C" or better. If a core course was completed more than seven years ago, the student may be asked to demonstrate competency in the course in question via a challenge exam, or to repeat the course.

The request for transfer credit will be considered by the Dean of Academic Affairs or the Director of Student Affairs, with advisement of faculty as needed. The student will receive verification of transfer credit granted, no later than the end of the first year of enrollment.

If, after receiving transfer credit verification, a student still feels that additional transfer credit should be granted, the student must appeal in writing to the Dean of Academic Affairs.

Exemption

An exemption may be awarded to students who can show equivalent training in the following practicum-based non-didactic classes (shiatsu, tuina, qigong, taiji quan) and whose training was received at non-accredited institutions or in informal learning situations. Students who petition for such exemption must show evidence of previous study (through transcripts or letters from instructors, certifying dates and length [in hours] of study) and may be required to pass a challenge exam. Students who are exempted from a class are awarded a grade of "E" on their transcript for which no credit or hours are awarded. (See "Exempt" on page 27.)

Students who are granted exemption for the reasons stated above, or due to documented medical conditions, must complete the equivalent number of credits in elective credits from the same academic department.