

Transfer Credit Policy and Procedure

MHPC OCCUPATIONAL THERAPY ASSISTANT PROGRAM

Subject: Program Structure

Number: 207

Title: Transfer Credit

Date: 3/31/10

Reviewed/Revised: 6/20/16

Purpose: To identify authority to transfer credit and clearly articulate the role of the MHPC OTA Program and Home Campus.

Policy: Transfer credit from any post secondary institution will be considered if regional, national, professional and/or specialized accreditation has been awarded and recognized by the U.S. Secretary of Education or the Council of Higher Education (CHEA). The Higher Education Directory (HED) lists the accredited, degree-granting institutions of post secondary education in the United States and its outlying areas.

Procedure:

1. Degree seeking students must have transcripts sent from all colleges they have previously attended.
2. Once all transcripts are received and the student is enrolled; the transcripts are evaluated by the Home Campus Registrar's office in collaboration with the MHPC OTA Program's Admissions Coordinator.
3. Course descriptions are looked at through College Source. If a course description is not available, the student is asked to provide this. If the registrar can't determine from the course description how the course will be transferred in, the student is asked for a syllabus. The syllabus goes to the appropriate college representative. The representative will recommend to the Registrar how the course is to be evaluated. If questions persist he/she may contact the MHPC OTA Program Director to review course content requirements.