

AIMC Transfer Credit Request Form - MSOM & DAIM

COMPLETE THIS FORM TO REQUEST A REVIEW OF TRANSFERABLE CREDITS OF PRIOR COURSEWORK

First read the AIMC Transfer Credit Policy on the back of the form. Then complete the Student section below on your Transfer Credit status. Return this form to Admissions.

To initiate a formal assessment of transcripts for transferable coursework, you must submit official transcripts (and course descriptions if necessary) from all schools under consideration for transferable coursework. Transcripts documenting previous coursework must be received by week ten (10) of the first term. Transcripts submitted after this deadline will not be considered. Transfer Credit evaluations may only be requested within the students first academic year. Requests after that period will not be considered.

Contact the Admissions Department with questions on this process.

STUDENT TRANSFER CREDIT STATUS:

Student Last Name: _____ First Name: _____

Email: _____ Phone: _____

BASIC SCIENCES ONLY:

I request to have my prior coursework reviewed for transfer credit of Basic Sciences (No fee required):

YES **NO**

AIMC Basic Sciences List:

BS 013 General Chemistry	plus	BioChem
BS 021 Integrative Medical Biology		
BS 040 Conceptual Physics	plus	BioPhys
BS 121/122 Anatomy & Physiology:	A&P I	A&P II
BS 141/142/143 Pathophysiology:	PP I	PP II PP III
PE 201 Psych, Couns, & Communications		

ACUPUNCTURE AND ORIENTAL MEDICINE TRANSFER EVALUATION:

I am a transfer student from another Acupuncture school and request to have my prior coursework reviewed for additional transfer credits (\$100 transfer fee applied).

I acknowledge receiving information about the Transfer Credit policy and have checked off my transfer credit request above:

Student Signature: _____ Date of Request: _____

Write the name of the university/ies of the transcripts you want reviewed for possible transfer credit:

1. Name of University: _____ City/State: _____
2. Name of University: _____ City/State: _____
3. Name of University: _____ City/State: _____

Admin Use Area:

Admissions: Complete section below and forward docs to Academic Dean:

Total Units Eligible for Transfer: _____

Date form and transcripts forwarded for Transfer Credit evaluation: _____

Academic Dean: Email copy of completed of Transfer Eval to Admissions Director

Registrar Office: File this form and completed/signed Transfer Credit Eval to Student File

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AIMC Transfer Credit Policy:

It is AIMC Berkeley's policy to make a fair and proper evaluation of all transcripts and award credits toward our program accordingly. Students are responsible for the mastery of all material taught in each AIMC Berkeley course for which transfer credit is awarded, especially with regard to the comprehensive exams, the California Acupuncture Licensing Exam (CALE), and/or the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) exams.

In order to receive transfer credit for a particular course, the course must be equivalent in content, clock hours and rigor to the AIMC Berkeley course and constitute an equal or greater number of hours.

Transfer Credit Procedure

Any student who wishes to transfer credit to MSOM or DAIM programs must have official transcripts on file first - the credit must be awarded from an institution accredited by an agency recognized by the U.S. Dept. of Education.

1. Students with foreign transcripts must provide a course-by course evaluation from an International Credential Evaluation organization approved by [NACES](#). If the transcript is not in English, student must provide a professional translation.
2. The student then must submit this Transfer Credit Request form to Admissions. Course descriptions should be submitted at the same time to show that the course content corresponds to AIMC course requirements.
3. All transfer credit will be awarded only after a review of the subject matter of all transfer courses in detail. If the subject matter is not clear enough, the student must make an appointment with the Academic Dean or Academic Advisor to discuss the applicability of the transfer course(s) in question before the final approval by the Academic Dean or the Admissions Committee.
4. Before transfer credit is awarded to the student, the student must submit \$100 processing fee for each submitted transfer credit form. All approved transfer credit will be permanently recorded on the AIMC's academic transcript. No fee is due for Basic Sciences transfer credits.
5. All transfer credit applications must be submitted for review and approved within the first year of enrollment in the program.

Didactic credit:

CAB approved schools - Up to 100%, but not to exceed 50% of AIMC's total program hours, of transfer credit is applicable when a student is transferring from an Acupuncture Board approved and ACAOM accredited school.

Non CAB approved - The maximum credit for traditional Chinese medicine (TCM) transfer courses from a school not approved by the Acupuncture Board is 50% of each of the Board's educational requirements. One hundred percent (100%) maximum transfer credit may be afforded for an applicant's Basic Science courses even if the school is not Board approved.

Clinical training credit:

CAB approved - Up to 100%, but not to exceed 25% of the program's total clinic hours, of clinical training transfer credit is applicable when a student is transferring from an Acupuncture Board approved school.

Non CAB approved - Up to 50% of clinic hours taken at a school not approved by the California Acupuncture Board is transferable. The maximum allowable credit for TCM clinical training from non CAB approved schools is 240 hours.