



California Health Sciences University

MASTER OF SCIENCES IN BIOMEDICAL SCIENCES PROGRAM (MSBS)

TRANSFER AND AWARD OF ACADEMIC CREDIT POLICY

PURPOSE

The purpose of this policy is to establish the standards, eligibility requirements, and procedures governing the evaluation, approval, and award of transfer credit into the California Health Sciences University College of Biosciences and Health Professions (CHSU-CBHP) Master of Science in Biomedical Sciences (MSBS) program.

This policy is intended to ensure that transfer credit awarded by CHSU-CBHP maintains academic quality, curricular integrity, graduate-level rigor, institutional standards, and alignment with program learning outcomes, degree requirements, and the mission of California Health Sciences University.

SCOPE

This policy applies to applicants and students seeking transfer of academic credit into the CHSU-CBHP Master of Science in Biomedical Sciences (MSBS) program.

This policy governs:

- Eligibility for transfer credit consideration;
- Evaluation of coursework equivalency;
- Maximum allowable transfer credit;
- Documentation and submission requirements;
- Institutional review and approval procedures; and
- Appeals related to transfer credit determinations.



California Health Sciences University

POLICY STATEMENT

CHSU-CBHP recognizes that students may seek recognition of prior graduate academic work completed at eligible institutions within the United States. Transfer credit may be considered when prior coursework demonstrates substantial equivalency to CHSU MSBS curriculum requirements.

Transfer credit is not automatic and shall be evaluated on an individual, case-by-case basis.

Only graduate-level coursework completed at **U.S. regionally accredited institutions** and determined by CHSU-CBHP to be substantially equivalent in academic quality, rigor, learning outcomes, and instructional scope shall be eligible for transfer consideration.

CHSU-CBHP evaluates transfer credit only from coursework completed at eligible institutions within the United States that satisfy institutional accreditation requirements. Coursework completed at **international institutions, foreign educational systems, or non-U.S. educational programs is not eligible for transfer credit consideration under this policy.**

CHSU-CBHP retains sole authority regarding the approval, denial, limitation, or conditioning of transfer credit requests.

Transfer credit awarded under this policy must support the integrity, coherence, and educational objectives of the CHSU MSBS degree program.

CHSU-CBHP does not award transfer credit for experiential learning, employment experience, military training, continuing education activities, life experience, audited coursework, or noncredit educational experiences.

DEFINITIONS

Transfer Credit:

Academic credit awarded by CHSU-CBHP for graduate-level coursework completed at another



California Health Sciences University

institution that is determined by CHSU-CBHP to be substantially equivalent to coursework required within the CHSU MSBS curriculum.

Equivalent Coursework:

Coursework demonstrating comparable learning outcomes, content, instructional level, academic rigor, assessment methodology, and credit value relative to CHSU MSBS curriculum requirements.

Graduate-Level Coursework:

Academic coursework completed within an accredited graduate, professional, or equivalent advanced academic program.

Regionally Accredited Institution:

An institution accredited by a regional accrediting agency recognized by the United States Department of Education.

RELATED INFORMATION AND PROCEDURES

1. Eligibility Requirements

To be eligible for transfer credit consideration, coursework must satisfy all of the following requirements:

- a. Coursework must be completed at a **regionally accredited institution within the United States recognized by the United States Department of Education.**
- b. Coursework must be **graduate-level or professional-level** in nature.
- c. Coursework must be relevant to the CHSU MSBS curriculum and substantially equivalent in:
 - Learning outcomes;



California Health Sciences University

- Content scope and depth;
- Academic rigor;
- Instructional level;
- Assessment methodology; and
- Credit value.

d. Coursework must have been completed with a minimum grade of **“B” (3.0 on a 4.0 scale) or higher**.

e. Coursework ordinarily must have been completed within **five (5) years** preceding matriculation or transfer credit review.

f. Official documentation required for institutional evaluation must be provided.

2. Maximum Transfer Credit

Students enrolled in or admitted to the CHSU MSBS program may transfer a maximum of 9 **semester credit hours** or 13.5 quarter hour credits toward degree completion.

Approval of the maximum allowable transfer credit is not guaranteed.

Transfer credit awarded shall be limited to coursework determined by CHSU-CBHP to be educationally appropriate and consistent with MSBS program requirements.

3. Non-Transferable Coursework

Transfer credit shall not ordinarily be awarded for the following:

- Capstone, thesis, research, or culminating project requirements;
- Coursework unique to the CHSU MSBS curriculum;
- Independent study coursework lacking sufficient documentation or equivalency evidence;
- Undergraduate-level coursework;



California Health Sciences University

- Continuing education coursework or certificate training;
- Audited coursework;
- Coursework completed on a pass/fail basis unless accompanied by approved institutional narrative evaluation;
- Coursework completed at **international institutions or non-U.S. educational programs**;
- Coursework previously determined by CHSU-CBHP not to satisfy curricular equivalency requirements.

Unless authorized through a formally approved institutional agreement, CHSU-CBHP generally will not award transfer credit for coursework already applied toward completion of another conferred graduate degree.

4. Evaluation of Transfer Credit

Transfer credit requests shall undergo institutional review to determine curricular equivalency and appropriateness for application toward the MSBS degree.

Evaluation criteria may include, but are not limited to:

- Accreditation status of originating institution;
- Course learning outcomes;
- Course descriptions and syllabi;
- Scope, depth, breadth, and rigor of coursework;
- Credit hours and contact hours;
- Assessment methodologies;
- Academic level of instruction;
- Programmatic relevance to MSBS educational objectives; and
- Student academic performance.

CHSU-CBHP may utilize a standardized transfer credit evaluation rubric or equivalent institutional review framework to support consistent decision-making.



California Health Sciences University

CHSU-CBHP reserves the right to require supplemental information or documentation necessary to establish equivalency.

5. Required Documentation

Students requesting transfer credit consideration must submit required materials to the designated institutional office.

Required documentation may include:

1. Official transcript(s) from originating institution(s).
2. Course syllabus, catalog description, or official course outline.
3. Credit hour and grading information.
4. Additional materials supporting curricular equivalency, if requested.

Incomplete applications or insufficient documentation may delay review or result in denial of transfer credit consideration.

6. Institutional Review and Approval Process

Transfer credit requests shall undergo review in accordance with institutional procedures.

Review may involve consultation with:

- Admissions Office;
- Registrar;
- Faculty Subject Matter Experts;
- Course Directors;
- MSBS Program Director;
- Academic Affairs Leadership; and/or
- Dean, CHSU-CBHP.



California Health Sciences University

Final authority regarding transfer credit determinations resides with CHSU-CBHP.

Approved transfer credit shall be recorded on the academic record in accordance with institutional procedures and shall not be calculated into the CHSU institutional grade point average unless otherwise required by institutional policy.

7. Articulation and Transfer Agreements

Currently CHSU does not have any articulation and transfer agreements. CHSU-CBHP may establish formal articulation agreements, pathway agreements, or transfer partnerships with eligible U.S. institutions.

Such agreements shall define approved transfer credit arrangements, eligibility criteria, and applicable curricular requirements.

Approved agreements shall be subject to institutional review and periodic reevaluation.

8. Appeals

Students whose transfer credit request is denied may submit a written appeal to the Dean of CHSU-CBHP within **fifteen (15) business days** following official notification.

Appeals must include:

- Basis for reconsideration;
- Supporting documentation; and
- Additional information relevant to review.

The decision of the Dean following appeal review shall be final.



California Health Sciences University

RESPONSIBILITIES

Responsible (R): Registrar

Accountable (A): Dean, CBHP and MSBS Program Director

Consulted (C): Office of Admissions; Admissions Committee; Curriculum Committee; Faculty Subject Matter Experts; Academic Affairs Leadership

Informed (I): Applicants; Students; CHSU Community

HISTORY (R*)

Approval Date:

08/12/2026

Revision Date(s):

07/22/2026

Reviewed Date(s):

07/22/2026