

## ADMISSION POLICY

approve the recommendation of the Program Committee). The decision of the Program Committee shall be final and there is no appeal to this decision.

The following documentation is required to be submitted with an *Advanced Standing Request Form*:

- Life/Work Experience
  - **Letter from the applicant's** immediate supervisors including a detailed job description and amount of time employed in the related field.
  - A copy of any licenses, registrations or certifications related to the field.
  - Proof of degree (if applicable) by providing official college transcripts
  - A brief essay written by the student detailing their past life/work experience and the rationale for their advanced standing request
  - Curriculum Vitae / Resume
  
- Previous Course Work (outside the Center)
  - An official copy of transcripts detailing any relevant previous college or vocational coursework
  - A course description for each course submitted above

Please note that the above list represents the minimum required documentation, additional documentation and/or supporting materials may be requested on a case-by-case basis.

A student that has been awarded advanced standing will be required to sign, in addition to an enrollment agreement, an individualized learning contract. The individualized learning contract will detail the advanced standing awarded, any additional objectives a student may need to complete in order to maintain their advanced standing, total hours required to complete the program and tuition and fees to be charged.

### **Transfer Student**

Transfer students from a two-year or four-year educational institution accredited by the Council for Higher Education Accreditation or United States Department of Education can receive credit for courses taken at previous Centers, which allow for individualized progression through their Program (see *Transfer Credit* policy as published in the Institutional Catalog).

### **Admissions Procedure**

Transfer students may be accepted to New York Methodist Hospital Center for Allied Health Education at the beginning of a semester. Except when specifically noted, the general admission procedures described applies to all students seeking to transfer from acceptable accredited educational institution. Transfer students seeking to transfer from an acceptable accredited certificate program can apply for advanced standing (see *Advanced Standing* policy as published in the Institutional Catalog).

### **Transfer Credit/Hours**

If an applicant is accepted into New York Methodist Hospital Center for Allied Health Education, they may request their previous coursework be evaluated and transferred. If such a request is received, his or her records are examined carefully to determine how much, if any, transfer credit will be granted. Transfer students follow the same course progression as incoming students.

The following are the minimum grade requirements an applicant must have earned in a course in order for the course to be transferred and applied towards their graduation requirements:

<u>Course Type</u>	<u>Grade</u>	<u>Quality Points</u>
General Education	B	3.0
Pre-Requisite	B	3.0

The maximum number of transfer credits granted to students transferring from a two-year institution shall not exceed 30 credits. Transfer students from four-year institutions can receive approximately 90 credits. A tentative statement of transfer credit is provided to each student upon notification of admission to New York Methodist Hospital Center for Allied Health Education. The applicant will be notified on the tentative transfer statement if

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additional transcripts are required. A final statement of transfer credit will be provided during the admissions process.

Multiple factors are taken into consideration when reviewing and evaluating previous coursework for transfer credit. Therefore, even though coursework may meet the requirements above, no transfer of coursework is guaranteed.

### **College Level Examination Program (CLEP)**

These exams may be taken to obtain credit for all general education requirements. A student can access information at [www.collegeboard.com/clep](http://www.collegeboard.com/clep).

**Additional Admissions Policies can be found in your *Catalog Addendum*.**