Transfer of Course Credit Procedure  
(Bioethics)

I. Purpose
This Procedure outlines steps for transferring course credit from another institution for the Bioethics (BIOE) programs at Albert Einstein College of Medicine (“Einstein”).

II. Scope
This Procedure applies to all students enrolled in any of the Bioethics programs: Master’s in Bioethics (MBE), Certificate, or stand-alone course enrollment.

III. Procedure

III.A. Parameters for Credit Transfer
Credit for work completed at another institution of higher education is not automatically granted. Only courses at the graduate level, taken toward a degree at an accredited institution, will be considered. Students may transfer a maximum of ten (10) credits toward the MBE degree. No transfer credit is allowed for any external courses completed more than five (5) years before entering the program, whether or not the credit was earned toward a formal degree. No credit is given for any course transferred from another institution with a grade below B.

III.B. Applying for Credit Transfer
Students have the strongest chance of being granted credit for successfully completed graduate courses with clear equivalents within the MBE program. The determination of equivalency will be decided by the Program Director, who acts upon the recommendation of the faculty member who is the leader of the course for which equivalency and/or academic credit is being sought. The student who wishes to apply must complete the Request for Transfer of Course Credit Form (Bioethics), BIOE-FRM-2018-016, and also present the syllabus, related course information, pertinent written work and evidence of successful completion of exams and course requirements (official grade). The application is complete when all the aforementioned is submitted to the Center for Bioethics and the Einstein Registrar.

For courses taken prior to enrollment in the MBE program, this request must be made during the first semester in attendance. All official actions concerning transfer of credit are taken by the Registrar after all records are checked and subsequent to written approval by the Program Director. After careful review, the applicant will be informed of the number of credits that have been accepted to this program.
III.C. Taking External Courses for MBE Credit

Matriculated students who wish to take a course outside Einstein and for credit toward the MBE while enrolled in the program, must receive prior special approval from the Program Director. No transfer credit will be approved if prior approval is not obtained. Students may not apply more than two (2) of such external courses toward satisfying requirements for the MBE.

Note: Registration for outside courses is the sole responsibility of the student in accordance with the procedures of the other institutions. It is also the responsibility of the student to have an academic transcript sent from the other institution directly to the Einstein Registrar. The course number, title, semester-hour equivalents, and the name of the institution will be entered on the student's transcript as a transfer course subsequent to successful completion of the course.

III.D. Certificate Program Credits

All Certificate Program credits must be taken at Einstein. No transfer credits are permitted in the Certificate Program.

IV. Definitions

None.

V. Effective Date

Effective as of: 1 August 2018

VI. Procedure Management and Responsibilities

The Einstein Cardozo Master of Science in Bioethics Program Office is the Responsible Office under this Procedure. Einstein’s Executive Dean is the Responsible Executive for this Procedure. Einstein’s Director of the Einstein Cardozo Master of Science in Bioethics Program is the Responsible Officer for the management of this Procedure.