

Transfer of Credit Policy

Purpose:

The purpose of this document is to provide policy and procedures for Transfer of Credit.

Responsibility:

Education Director

Procedure:

- If a prospective student has a massage education from another state and requires a limited number of hours to meet the NYS requirement, we recommend that they call the New York State Education Department (518-474-3817 ext. 270) to ascertain whether they are eligible for a letter of deficiency or if they are eligible to apply for licensure by endorsement. FLSM does not offer individual courses to students with letters of deficiencies.
- Students wishing to transfer credit into an FLSM program must have taken those credits from an institution which is accredited by an agency recognized by either the USDOE or the Council for Higher Education Association, and must have received a minimum grade of 75% in the course(s) being considered for transfer credit.
- Online courses are not accepted for transfer.
- Tuition will be adjusted for those students who transfer credits into the program as follows:
 - $\text{CURRENT TUITION} - [\text{NUMBER OF HOURS ACCEPTED FOR TRANSFER} \times (\text{TUITION} / 1000)] = \text{TUITION DUE}$
- Transfer credits will not be used when calculating satisfactory academic progress.
- There are no fees associated with the evaluation of credits for transfer.
- Applicants who are denied acceptance of transfer credits may appeal the decision. To appeal a denial, a meeting must be arranged with the Education Director to review the reason for denial. Please note that FLSMs transfer policy reflects the regulations established by the New York State Department of Education, and therefore, must be followed.
- If a student or alumni wishes to transfer credits taken at FLSM to another educational Facility, FLSM will provide upon written request from the student: official transcript and diploma, course syllabi, and course descriptions. Individual institutions are responsible for determining the eligibility of transfer credits.

Transferring the Sciences:

A transfer applicant may transfer in either Anatomy & Physiology (245 hours) or Kinesiology (Myology) (150.5 hours). Applicants wishing to transfer Anatomy and Physiology must

demonstrate that they have completed 50 hours of neurology. Applicants must also demonstrate that they have completed the entire Anatomy & Physiology or Kinesiology curriculum at their previous school. If an applicant has completed the correct amount of hours, but has not completed the entire curriculum at their previous school, FLSM will not award transfer credit. The applicant may not transfer both A&P and Kinesiology, as this would surpass New York State's requirement that only 25% of coursework may be transferred.

Procedure for transfer:

1. Submit a transfer application (standard school application with box checked indicating intention to apply for transfer credit). Applicant must also provide all items required for standard application: HS transcripts/GED, essay responses, tour, possible interview.. Students must request transfer credit consideration, and submit all required materials, prior to the start of their program.

2. Provide a course catalog, a full description of the course content from the college or massage school from where the transfer credit was obtained, and a transcript showing the minimum grade of 75% in the coursework that the student wishes to transfer.

3. Science Courses being considered for transfer credit must be the equivalent of 245 A&P hours or 150.5 Kinesiology Hours

Standard Credit Hour Conversions are as follows:

Classroom (Didactic) Instruction earns 1 Credit Hour for every 15 clock hours

Lab and Clinical Training earns 1 Credit Hour for every 30 clock hours

4. Complete a mandatory phone or personal interview to review previous science or bodywork education and to ensure that transfer application policies are clearly communicated and understood.

5. If all the requirements described above are met, the applicant will be approved to sit for a challenge exam, which must be passed with a score of 75% or higher to be awarded transfer credit. The applicant will receive an outline of exam content, and they may also purchase FLSM texts or manuals for studying purposes. Exam will be administered during office hours, to be scheduled by an administrator and the applicant.

6. If the student does not pass their challenge exam, there will be no re-takes if the exam is not passed on the first try.

Transferring Shiatsu

Transfer applicants may transfer 70 hours of Shiatsu following the procedure for transfer as outlined in the science section. Applicants must demonstrate that they have completed the entire Shiatsu curriculum at their previous school. If an applicant has completed the correct amount of hours, but has not completed the entire curriculum at their previous school, FLSM will not award transfer credit. The challenge exam is 50 questions. Applicant must pass the exam with a score of 75% or higher to be awarded transfer credit.

Transferring Clinic

Up to 30 hours of clinic may be transferred following the procedure for transfer outlined in the science section. There is no challenge exam or tuition reduction for transferring clinic time. **If the maximum number of hours is awarded (30 hours), the student is exempt from four clinic I sessions (2 as therapist and 2 as client), from seven public sessions, and from four miscellaneous**

sessions in clinic II. The student must complete all other clinic requirements in clinic II.

Essential Notes

- If an applicant passes their challenge exam they will be accepted as a transfer student and sent a transfer student enrollment agreement (with changes made to reflect tuition reduction) and information indicating the days from which they are exempt. Student will be told that changes to the schedule occasionally happen at the last minute. *They will need to adhere to an attendance policy proportional to that of regular students.*

- If a transfer applicant does not pass the challenge exam(s), they will be accepted as a regular student and sent the regular acceptance packet and Enrollment Agreement, along with a letter informing them of their challenge exam score(s).

- Anyone with nearly 1000 course hours or more will be directed to NYS Credentials Assessment. We do not review their transcripts.

- Transcripts awarded by FLSM do not indicate which course hours were transferred into our institution. All transfer application materials (letters, transcripts, course catalogs, etc) and information regarding credit awarded will be recorded in the applicant's individual file.