
Policy: **Course Substitution**

Code: **03EP05**

Reviewed/ Revised: **17/07/2022**

Policy Owner: **Academic Services & Registry**

Target audience: **Program Managers, Marketing & Enrolment**

PURPOSE:

The purpose of this policy is to ensure the transfer students have an accurate assessment of their application, against the course offered by EAHM.

SCOPE:

This policy applies to students wishing to transfer and to the Program manager at EAHM who must assess the request for credit transfer.

DEFINITIONS:

Credit transfer: transfer credit, or advanced standing are the terms used by colleges and universities for the procedure of granting credit to a student for educational experiences or courses undertaken at another institution.

POLICY STATEMENT:

EAHM does not encourage course substitution within a program except for elective courses. However, for a transfer student, the Program manager maps the courses completed from the university from where the student is planning to transfer with EAHM courses to decide a credit waiver.

For the undergraduate program, a maximum of 50 percent of the credits is allowed to be transferred and for the graduate level program, a maximum of 25 percent of the courses is allowed to be transferred.

RESPONSIBILITY:

Head of Academic Services and Registry

IMPLEMENTATION OF THE POLICY:

The application is received by EAHM via Marketing and Enrolment and it is forwarded to Administrative Services, They assess the application and forward it to the Program Manager who will make the courses and assess the number of credits that can be transferred and accepted by EAHM. The Dean is informed of the decision and may review.

ASSOCIATED DOCUMENTS:

N/A

MENTIONS:

N/A

DATE OF NEXT REVIEW:

This document should be reviewed by **February 2024**.

POLICY APPROVALS RECORD

Policy Name: **Course Substitution**

Policy Code: **03EP05**

Formerly: NA

Date of first approval: **17/07/2022**

**Reviewed/
Updated**

Details of Amendment

Reviewed/ Updated	Details of Amendment