

Before stepping into the world of healthcare careers, you may be able to use your past knowledge to transfer some general education courses. Here is your guide to successfully completing your transfer request form (“TCRF”)!

Step 1 – Gather Your Proof of Excellence (aka Previous Completed Courses)

Each course you are attempting to transfer must show you earned a grade of **C or better**. Sorry, anything below a C grade (yes, including C-) or marks like IP*, W, CR, P, etc. (IP, W, CR) will not make the cut.

**For a course that may be “In Progress” (IP) at the time of transfer requests, please include them on your request form and indicate they are in progress. At the time of course completion, you will need to submit a new request form with the course, along with an updated official transcript and course description.*

Step 2 – Fresh Knowledge is Key

Your “Anatomy and Physiology I with Lab” (or a worthy equivalent) needs to be from the **last 5 years**. If it’s fresher than that, you’re good to go!

Step 3 – The Accepted General Education Courses

Have you completed any of these? If you are unsure and/or think a course by a different name (but same subject matter) may be eligible for transferred credit, include it on your form! Better safe than sorry!

 Course Number	 Title	 Quarter Credit Hours
GE 001	Biology Basics	4.5
GE 021	Essentials of Anatomy and Physiology	6.5
GE 110	Critical Thinking	4.5
GE 112	Algebra I	4.5
GE 201	Introduction to Sociology	4.5

Step 4 – Compare Your Content

Review course descriptions in the [catalog](#) to compare the curriculum content.

Step 5 – Collect Required Documents

You will need the following documents in order to have your TCRF reviewed:

- **Official Transcripts(s)** from all institutions with courses listed on your TCRF
 - *VA students must include all collegiate level courses on their request form and have official transcripts from all collegiate institutions attended.*
- **Course descriptions** for all courses you listed. The descriptions must be from the institution you completed the course with, and must be from the term you completed the course in.

Final Reminder:

Do not be afraid to ask your admissions team for help if you have questions! If you think you have courses that may qualify for core programs, be sure to tell your advisor – that process is similar but approved by program leadership. **Now, go forth and prove your knowledge is ASMRI-ready!**