

## Course Transfers/Test-Outs for the Chiropractic Technology Degree Program (AASCT)

**Important Note:** To be reviewed for transfer credit, Undergraduate Studies must receive either a catalog course description or (preferably) a syllabus for each course under consideration. The course description or syllabus must come from the time that the student took the course, and this must be documented by either dating on the document itself, or, in the case of a course description from a catalog, a copy of the front of the catalog with the date(s) on it. Coursework under consideration must be taken within the last 5 years and you must have received a “C” or better in the course. Coursework taken longer than 5 years prior may be considered if you have been working in the field and have been doing continuing education. We will also need transcript(s) showing that you have taken the course and what grade you received. We recommend that you seek evaluation for transfer credit at least one trimester before you are scheduled to take the course at Palmer, with first trimester course transfer credit/test-outs evaluated before you start the program, preferably at least one month in advance.

If you wish to see if a course would transfer in before taking the course, we recommend that you follow the below evaluation process before taking the course to see if would be transferable. Keep in mind, though, that we will still need to have your transcript after you take the course to verify that you received at least a “C”. See next section for evaluation/notification process.

**Evaluation/Notification Process:** After receiving appropriate documentation, Undergraduate Studies staff will do a preliminary review to confirm that:

- > the course under evaluation has a corresponding Palmer course which is eligible for transfer credit;
- > the number of credit hours is equal to or greater than the number of credit hours for the corresponding Palmer course;
- > that the course had a lab component, if the corresponding Palmer course has one; and
- > that you received a grade of at least a “C” (2.0/4.0) in the course. The course must be a letter grade course, not “pass/fail”.

For each course that meets the above requirements, the information is then reviewed by the instructor currently teaching the course. Acceptance or rejection takes place from the course instructor and program director. After review of all courses is complete, we will notify you by letter as to whether each course has been accepted or rejected for transfer credit.

**\*\*\*PLEASE NOTE THAT IT IS THE STUDENT'S RESPONSIBILITY TO INITIATE THE EVALUATION PROCESS.\*\*\***

**An alternative method of receiving credit--the “test-out”:** There are some classes in the AASCT program for which you cannot receive transfer credit, but for which you may attempt a test-out. You must have taken a similar course or courses at the college level to be eligible to attempt a test-out. You must either request and complete the test-out process prior to classes starting (check for specific deadline) or register for the course and begin attending

classes. If not completed before classes start, you should review the syllabus before or on the first day and, if you feel your skills/knowledge gained from prior coursework match up well, you should request a test-out from the instructor. He/she will then set a date for you to take a comprehensive exam, similar to the final exam for the course or to turn in required documents for evaluation. **While waiting to take the test and until you receive official notification that you have passed the exam, you MUST continue attending the course. Any class meetings missed will be counted as unexcused absences.** If you pass the test-out, you will not be required to complete the course, but will receive a passing grade and the credit hours achieved for the course will be reflected on your final transcript, as well as going toward your trimester hours for financial aid and billing purposes. Grades of “9” are not counted toward your GPA. If you do not pass the exam, you simply remain in the course. Should you choose to drop the course, any tuition penalties otherwise applicable would apply. If you’ve taken a course listed above that is eligible for possible transfer credit, but for which the information you submitted for review is either inadequate for a positive evaluation or does not correspond closely enough for transfer credit to be granted, you may still request a test-out. Courses requiring group class participation, such as Interpersonal Communications, are not eligible for test-out, nor are most clinical courses.

## POSSIBLE TRANSFER CREDIT APPROVED COURSE LIST

**Important Note:** “Blackhawk” is Blackhawk College, Moline, IL, and “Scott” is Scott Community College (or the same course at Muscatine or Clinton Community College), Bettendorf/Davenport, IA. Courses listed for these two schools are pre-approved for transfer into the AASCT program, as long as you achieve a “C” (2.0/4.0 scale). You do not have to send course descriptions/syllabi, just a transcript. “Other” refers to all other colleges. Courses suggested from these schools are not pre-approved, meaning that you DO have to send course descriptions or syllabi, in addition to the transcript(s).

### Anatomy & Physiology I

Blackhawk: Biol: 145 A & P I 5 credits  
Scott: Biol: 168 Human A & P I (with lab) 4 credits  
Other: Anatomy & Physiology I (with lab) 4 credits minimum

### Anatomy Physiology II

Blackhawk: Biol: 146 A & P II 5 credits  
Scott: Biol: 173 Human A & P II (with lab) 4 credits  
Other: Anatomy & Physiology II (with lab) 4 credits minimum

### Computer Skills

ONLY TEST-OUT ALLOWED, REQUEST FURTHER INFO FROM ADMISSIONS REP

### Written Communications

ONLY TEST-OUT ALLOWED, REQUEST FURTHER INFO FROM ADMISSIONS REP

## General Psychology

- Blackhawk: Psych: 101 Introduction to Psychology 3 credits  
Scott: Psy:111 Introduction to Psychology 3 credits  
Other: Intro to Psychology, General Psychology (or similar) 3 credits

## Bookkeeping

- Blackhawk: BA: 170 Fundamentals of Accounting I 3 credits &  
BA: 171 Fundamentals of Accounting Lab 1 credit  
Scott: Acct: 100 Principles of Accounting I 3 credits  
Acct: 105 Principles of Accounting II 3 credits  
Other: Accounting I and II courses 3 credits each (if you haven't taken the course(s) yet, have them evaluated prior to taking them)

## Nutrition

- Blackhawk: Biol 120 Nutrition 3 credits  
Scott: Biol 151 Nutrition 3 credits  
Other: Nutrition course 3 credits

## Interpersonal Communications

- Blackhawk: Spec 105S Principles of Speech 3 credits  
Scott: Spec 170 Professional Communication 3 credits  
Other: A course which combines prepared speeches, group presentations, and Interviewing skills, or two courses that together incorporate these areas 3 credits

## Business Law

- Blackhawk: BL 201 Business Law I 3 credits  
Scott: Bus 185 Business Law I 3 credits &  
Bus 186 Business Law II 3 credits  
Other: Business Law I or I&II, depending on content of Business Law I 3-6 credits

If you have any questions, **prospective and incoming students should call Lisa Gisel in Undergraduate Admissions at (563) 884-5743**. Current students should call Annette VenHorst in the Undergraduate Registrar's Office at (563) 884-5867. Or call toll-free at (800) 722-2586 and ask for ext. 5743 for Lisa or 5867 for Annette.

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