



OSU Transfer Credit Policy

Accreditation

Consistent with established educational practice and the Ohio Articulation and Transfer Policy, the University will evaluate and award credit for all successfully completed college course work at post-secondary institutions (e.g. colleges, universities, community/junior colleges, technical colleges/institutes) holding accreditation from any one of the six regional accrediting associations (e.g. North Central Association of Colleges and Schools). Institutions that have been granted official candidacy status by a regional accrediting association will be accorded like treatment to those that are fully accredited.

Basic and general college level course work (e.g. non-remedial, non-technical) successfully completed at post-secondary institutions holding national or professional accreditation from an association recognized by the Council for Higher Education Accreditation (CHEA) and/or the US Department of Education is also eligible for evaluation and University transfer credit will be awarded based on the nature, level, content and comparability of the course to University offerings.

Course work offered at collegiate institutions that do not hold national, regional or professional accreditation by a University-recognized body is not eligible for evaluation and the award of University transfer credit.

A breakdown of how transfer credit is awarded based on accreditation is as follows:

- Regional accreditation: courses can be awarded any type of credit.
- Religion-based accreditation: all courses must be awarded deferred credit.
- Technical and career college accreditation: all courses must be awarded deferred credit.
- Professional accreditation: all courses must be awarded deferred credit.



Types of Transfer Credit

Besides an OSU course equivalent, there are 4 types of transfer credit.

- **General**: general credit is awarded when a course equivalency is possible but cannot be readily determined.
- **Special**: special credit is awarded if a course equivalency is not offered at OSU.
- **Technical**: technical credit is awarded to a technical course if a course equivalency is not offered at OSU.
- **Deferred**: deferred credit is awarded if it cannot be determined by the evaluator if a course is developmental/remedial; deferred credit is also awarded to courses from institutions with technical, career college and professional accreditation.

No credit is awarded to developmental and remedial courses, courses that do not count towards graduation, CEU (Continuing Education Units) coursework, and courses from non-accredited institutions.

Grades

Any course from an accredited institution with a grade of C- or better can be awarded credit. Courses with grades such as P (pass) and S (satisfactory) can also be awarded credit. Courses with a grade of D-, failing grades and audited courses are never awarded credit.

There are four circumstances in which courses with a grade of D or D+ can be awarded credit. Credit is never awarded for courses with a grade of D-. Courses with a grade of D+ should be given a grade of KD, not KD+

- Courses from an Ohio public institution taken AU05 and beyond.
- **Associate of Arts/Associate of Science degree**: if a student has earned an AA or AS degree, any course with a grade of D or D+ can be given credit if the course was taken before the degree was conferred.
- **Sequential/prerequisite courses**: if a course with a grade of D or D+ is part of a sequence and is also a prerequisite for the next course of the sequence, and the next course has been completed with a grade of C- or better, credit can be awarded.
- **Concurrent courses**: if a grade of D or D+ has been earned in a course that is part of a lecture/lab combination taken concurrently, credit can be given for the course if the combined grade point average for the lecture and lab is 1.7 or better.



Hours

All transfer hours are, if necessary, converted to semester hours. Quarter hours are multiplied by 2/3.

If an OSU course equivalent is awarded, it may be over-awarded by 1 hour or under-awarded by 1.34 hours relative to the number of semester hours that students earn when taking the course at Ohio State. If the course has more than 1 additional hour, then those hours are awarded Special credit in the same department.

The Transfer Credit Evaluation Process

The following is a quick overview of transfer credit evaluation process as it is done in the Transfer Credit Center. The Transfer Credit Center evaluates all post-secondary transcripts for Undergraduate students.

Transcript

Most evaluations begin with the intake of a transcript. When received, a transcript is scanned and indexed into DocFinity. Upon indexing, a query determines if the transcript requires an evaluation by the Transfer Credit Center. If it does, it moves into a workflow where the actual evaluation can begin.

Evaluation

All evaluations are done in the DARwin client. The first step is data entry. Once the data entry is complete, the information is run through the appropriate transfer articulation tables. Incoming courses are matched with articulation rules to create the evaluation. Any transferable course that does not have a matching rule is evaluated by the evaluator using guidelines from the academic departments. Once the evaluation is complete, a trigger is set to allow it to be posted to SIS. The exception is Continuing Education students, whose transfer credit will only be posted after they have been term activated in a degree-seeking college.

Posting

All transfer credit posting is done in a batch process. Typically the batch process is run between 4:30 and 5:00 in the afternoon and takes approximately 5 minutes to complete depending on the number of students being processed.

In SIS, transfer credit will have a status of either 'Posted' or 'Submitted'. Courses will have a 'Posted' status if the student is term activated. If a student has not yet matriculated and not yet term activated, the courses will be in a 'Submitted' status. The courses will not appear on an advising report. Once a student has been term activated, the courses will be posted again, this time with a 'Posted' status.



Transfer Credit Coordinator Responsibilities

Reviewing Articulation Information

The Transfer Credit Center maintains articulation tables for institutions from which a significant number of students transfer. Each table contains course equivalencies, referred to as rules, for incoming courses. For each of these institutions an annual audit is performed comparing the most recent course catalog with the previous edition. If any change to a course listing or a new course is found, the course listings are e-mailed to the Transfer Credit Coordinator in the appropriate academic department for review. A decision on the course, whether to change the existing articulation rule or to make no changes, should be returned within a week. If no decision is received, the articulation rule will be changed to General credit.

The contents of several of the articulation tables can be viewed at the Transferology website (www.transferology.com).

Departmental Credit Evaluations

If a student needs a transfer course evaluation changed, the Transfer Credit Coordinator for the appropriate academic department will fill out a Departmental Credit Evaluation (DCE) Form and send it to the Transfer Credit Center to be processed. The form is available as a Word document (available from the Transfer Credit Center) and a pdf form (http://registrar.osu.edu/transfer_credit/index.asp).

When completing the form, please fill in as much course information as possible. This will make it easier for the person processing the form to make changes to the correct course(s). It should be noted that courses awarded general, special, and technical credit appear differently in SIS than they do on a Transfer Credit Report, which can be generated from DARSWeb. On the report, the courses will have an increment number (i.e. G000.12). The same courses will be listed in SIS as GEN, SPL, or TECH with no numbers. Either version can be used when completing the form, but the one with the increment numbers is preferred.

Important: When filling in the hours to be awarded, remember that the hours cannot exceed the number of hours awarded by the Transfer Credit Center. Courses can be over-awarded by 1 hour and under-awarded by 1.34 relative to the native OSU course.

If the evaluation can be added to the incoming institution's articulation table, check the 'Add to Articulation Table' box.

NOTE: A transfer course that was originally posted to a quarter term must be evaluated as a semester course with semester hours and will be posted to a semester term.



DEPARTMENTAL TRANSFER CREDIT EVALUATION

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| Student Name | Student's OSU ID |
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INSTRUCTIONS FOR TRANSFER CREDIT COORDINATOR:

- 1) Evaluate and as appropriate change General, Special, Technical, or Deferred courses assigned to your department to a specific Ohio State equivalent course number in your department. Complete all information segments on the course(s) evaluated and sign the form.
- 2) Send the form to the Transfer Credit Center by e-mail (ESUE-TransferCreditCenter@osu.edu), campus mail (Student Academic Services Bldg, 5th Floor, 281W Lane Ave), or fax (2-7199). Courtesy copy may be given to the student.

| FROM PREVIOUS UNIVERSITY TRANSCRIPT | | | | | FROM TRANSFER CREDIT REPORT | | | DEPARTMENTAL ACTION/OSU EQUIVALENTS | | | | |
|---|------|----------|-----|-------|-----------------------------------|---|-----|--|----------|-----|--|--|
| PREVIOUS INSTITUTION COURSE INFORMATION | | | | | TRANSFER CREDIT CENTER ASSIGNMENT | | | The total hours as signed by the department cannot exceed the total hours awarded by the University Registrar. | | | | |
| Institution | Dept | Course # | Hrs | Grade | Dept | Type of Credit (please indicate decimal) | Hrs | Dept | Course # | Hrs | Comments | |
| | | | | | | | | | | | <input type="checkbox"/> Add to Articulation Table | |
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| Credit Coordinator's Signature: _____ <small>Type name if using email, sign if using campus mail.</small> | Date evaluation completed: ____/____/____ |
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Tentative Evaluation Disclaimer: Evaluations done prior to course completion will be awarded only if they are in agreement with The Ohio State University Transfer Credit Policy. Tentative evaluations that violate said policy (i.e. credit hour calculations, institutional accreditation) will be considered void.

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| University Registrar Use Only | Date of Posting: ____/____/____ | By: _____ |
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