



Transfer Credit Policy

The Office of the University Registrar

Applies to: Transfer Students

POLICY

Issued: 01/01/1870
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The Ohio State University has established a transfer credit policy which is consistent with the Ohio Articulation and Transfer Policy of the Ohio Board of Regents. The statewide policy is designed to facilitate the transfer of students and credits from one college or university to another, assure maximum utilization of prior learning, and encourage students to advance as far through the educational system as they can in pursuit of their goals.

Definitions

Term	Definition
Acceptability	Course work acknowledged by the university as having met standards for evaluation and award of undergraduate transfer credit.
Accreditation	The educational quality of an institution assessed by specific governing bodies and associations indicating that an institution has met certain minimum standards.
Applicability	Course work that the degree-granting college deems appropriate for use within a degree program to fulfill specific requirements.
Assignment	A course is designated as falling under the auspices of a particular instructional unit because of similarity in course content to the discipline covered by that department.
Collegiate	Course work that is taken in a setting within a college or university campus.
Comparability	How a course from another institution compares in content, expectations, and credit hours to the Ohio State curriculum.
Content	The specific academic material covered in a course.
Domestic	Course work taken in an institution located in the United States.
Foreign	Course work taken in an institution located outside of the United States.
Inter-institutional affiliations	Institutions that have established formal contractual relationships in terms of interdependent course offerings and academic record-keeping.
Level	The rank of a course being determined by the type of student for whom the course is designed and the content and expectations for completion (i.e. 1000 level, freshman; 2000 level, sophomore, etc.).
Nature	The type of course work evidenced by the content, the breadth and depth of material, and level of the course.
Non-collegiate	Course work that is taken in a setting outside of a college/university campus (e.g. seminars, workshops, training programs).
Originating Institution	An institution (i.e. college, university, agency, organization) at which course work has been taken and/or academic credit earned, and from which is received a report of that course work on official documentation (e.g. transcript, DD 214).
Semester hour equivalency	The number of semester hours of credit assigned to a course on the basis of content and amount of time required for completion; the comparable course from another institution that uses another standard of content and time (e.g. quarters). Those credit hours assigned by the originating institution that is not on the semester system (i.e. academic calendar) are converted to a semester-hour equivalent (e.g. 5 quarter hours = 3.34 semester hours)



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Policy Details

I Introduction

The Ohio State University recognizes that in the interest of social equity, sound public policy and educational effectiveness, inter-institutional transfer student mobility must be facilitated through the development and implementation of reasonable and definitive policies for the evaluation of transfer courses and the award of university transfer credit. The source authority for the evaluation of transfer courses and the award of university transfer credit rests with instructional department faculty and is reflected in The Ohio State University Transfer Credit Policy approved by the faculty governance structure of the university. Further, the university transfer credit policy is established within the tenets of [The Ohio Articulation and Transfer Policy \(new window\)](#) adopted by the Ohio Board of Regents in November of 1990.

The university distinguishes between the acceptance of transfer courses for university transfer credit and the application of said credit toward university degree requirements. While this policy governs the acceptance of undergraduate courses for university transfer credit, policies and procedures which govern the application of credit are vested separately within the province of the student's degree-granting college. Given the varied purposes and requirements of individual degree programs, it follows that uniform application of all transfer credit awarded is not feasible without seriously compromising degree integrity. Therefore, acceptance of transfer courses and the award of university transfer credit shall not express or imply that all transfer credit will be fully applicable toward degree requirements.

The evaluation of transfer courses to determine the award of university transfer credit is a multifactorial process initially driven by an assessment of the institutional source and educational quality of the course work as evidenced by the national, regional or professional accreditation held by the originating institution. While the evaluation and assignment of university transfer credit for course work from U.S. institutions is the central focus of this policy, course work from Non-U.S. institutions that hold regional accreditation is also covered by this policy. **Separate policies and procedures are maintained to evaluate and assign university transfer credit for course work from other non-U.S. institutions.** Given that a transfer course is determined to be eligible for evaluation by the aforementioned accreditation standards and given that the student has demonstrated acceptable performance in the course, criteria relative to the nature, level, content and comparability of the course will be applied to determine the acceptability of the course for university transfer credit.

As a central principle, implementation of this policy shall strike an acceptable balance between sound public policy and administrative burden. It will provide equitable treatment for native and transfer students, and ensure that students will not be required to repeat course work completed at an acceptable level of performance at a previously attended institution.

II Accreditation and the Award of Credit

Determination of the institutional source and quality of course work, as reflected by the accreditation held by the originating institution, shall be the overarching criteria used to assess the eligibility of a course for evaluation and the award of university transfer credit. While course work from both collegiate and non-collegiate originating institutions may be considered in this process, each must meet the test of accreditation by a university recognized national, regional or professional accrediting body.

1. Collegiate Sources

- a. 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,



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as defined in section V below, 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.

- b. 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) 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.
 - c. 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.
2. Non-collegiate Sources
- a. Seminars, workshops, training programs and other formal learning experiences provided by non-collegiate agencies and organizations (e.g. Armed Forces, General Motors) may be eligible for consideration in the evaluation process.
 - b. Formal learning experiences that have been identified, evaluated and recommended by a university recognized accrediting body (e.g. National College Credit Recommendation Service (National CCRS) and/or the American Council on Education in The National Guide to Credit Recommendations for Non-collegiate Courses) will be evaluated within the context of this policy based on the nature, level, content and comparability of the course to university offerings. An initial evaluation will be completed in the Office of the University Registrar and university transfer credit may or may not be awarded for the course. While some courses will be denied university transfer credit, other courses may be deferred to the appropriate instructional department for further assessment and a credit/no credit determination.
3. Location and Origination of Course Work
- a. *Domestic Institutions:* The evaluation and award of university transfer credit for course work originating at U.S. institutions will be based on official transcripts. To be eligible for evaluation, course work must appear on an official transcript from the institution that offered the course work and initially conferred the credit in question.
 - b. *Foreign Institutions:* The evaluation and award of university transfer credit for course work originating at **non-U.S. institutions that do not hold regional accreditation, as described in section II-1-2, are not governed by this policy document.** Separate university policies and procedures are maintained for this purpose. The evaluation and award of university transfer credit for course work originating at **non-U.S. institutions that hold regional accreditation are governed by this policy.**
 - d. *Inter-institutional Affiliations:* Course work originating at a branch/regional campus of an institution shall, for the purposes of evaluation and university transfer credit award, be treated in a manner similar to course work originating at the institution's main campus. This principle shall apply unless and if the branch/regional campus is specifically and separately accredited. Further, it is recognized that some free-standing institutions have established close contractual relationships that in terms of interdependent course offerings and academic record keeping resemble a main-regional campus configuration. In those cases where such a relationship can



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be documented, the course work shall be evaluated based on the accreditation held by the senior institution (i.e. the institutional partner holding the higher level of accreditation). For example, a student while enrolled at Home University, a domestic, regionally accredited institution, takes courses at an affiliated foreign institution. Said course work is recorded on the Home University transcript in a manner similar to courses taken on the main campus of said university. In this case the course work would be treated the same as courses taken on the main campus of Home University.

III Credit Award Based on Level and Nature of Transfer Course Work

1. Level of Course Work

- a. *Undergraduate Level:* The tenets of this policy shall govern the process of course evaluation and the award of university transfer credit for undergraduate course work as defined by the originating institution. This policy shall govern the process for: lower division courses typically taken during the first half of a baccalaureate degree program and over the course of an associate degree program, as well as upper division courses usually associated with the last half of a baccalaureate degree program (See also III-2-b). Courses listed in an Ohio Board of Regents approved transfer module are by definition determined to be undergraduate, college level courses.
- b. *Graduate Level:* The scope of this policy shall be limited to the evaluation process for undergraduate course work as defined in III-1-a. At Ohio State and a number of other institutions there are some courses designated both for graduate and undergraduate use. When course work from an originating institution is so designated in the catalog/other official document, said course work is eligible for evaluation within the parameters of this policy and undergraduate university transfer credit may be awarded.
- c. *Non-collegiate Level:* Courses (e.g. English and Mathematics) that are clearly intended to be a review of secondary school material are often designated remedial/developmental and are not awarded university transfer credit. Included in this category are selected orientation and study skills courses, speed reading and note taking courses. In a similar manner English as a Second Language (ESL) courses are not eligible for evaluation or the award of university transfer credit.

2. Nature of Course Work

- a. *Basic and General Courses:* The university shall evaluate and award as appropriate, within the tenets of this policy, transfer credit for basic and general undergraduate level course work as defined by Ohio Board of Regents and Ohio State University standards (e.g. English, Mathematics, History, Art). These courses would include but not be limited to those found in transfer modules approved by The Ohio Board of Regents under The Ohio Articulation and Transfer Policy. This guideline shall apply equally to the course-by-course evaluation of work from both two-year and four-year institutions regardless of degree completion by the candidate.
- b. *Technical Courses:* The university shall evaluate applied technology course work and, in keeping with the multiple criteria and standards of this policy, award or deny university transfer credit. Consistent with the Ohio Board of Regents policy, this type of course work is most often, but not exclusively found within applied associate degree programs (e.g. Associate of Applied Science/Business/Technical Study). Given that student performance criteria have been satisfied, university transfer credit will be awarded for technical course work from regionally accredited institutions. Course work from institutions holding a non-regional form of accreditation recognized by the university will be evaluated individually and credit will be denied



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or awarded based on the criteria listed in this policy. While some technical courses from institutions so accredited may be consistent with the technical aspects of curricular offerings of selected university instructional departments, other courses (e.g. barber and beauty school courses) clearly are not and transfer credit would not be awarded for these courses (See IV-1-b).

- c. *Continuing Education Unit (CEU)*: Consistent with university policy and the statements issued by the International Association for Continuing Education and Training, the CEU is a measure used only for non-credit continuing education programs. Therefore, course work assigned a CEU value only is not eligible for evaluation in the transfer process and university transfer credit will not be assigned for said course work.

PROCEDURE

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IV Determining Course Acceptability, Comparability and Credit Hour Values

1. Acceptability of Courses

- a. *Acceptable*: Course work evaluated and deemed acceptable based on its content and comparability relative to standard college/university curricula will be awarded university transfer credit consistent with the Ohio Articulation and Transfer Policy, and within that, the Ohio State University Transfer Credit Policy and within that, guidelines provided by instructional department directives. Said transfer credit will be initially posted to the student's permanent university record upon enrollment.
- b. *Unacceptable*: Course work which, by an evaluation of its content, is deemed to be inconsistent with standard college/university curricula will not be awarded university transfer credit (e.g. Non-collegiate Level, Barber/Beauty and other selected technical courses).
- c. *Deferred*: While an initial transfer course evaluation will, in most cases, lead to a determination of the appropriate university transfer credit award (i.e. credit and the type of credit to be awarded or no credit awarded), some courses will be referred to designated instructional department faculty for further review and a final decision. Instructional department faculty will review the course and issue a final acceptability decision (i.e. credit and type of credit to be awarded or no credit awarded). The results of that decision will be appropriately reflected on the student's permanent university record.

2. Content Comparability to Existent Ohio State Course

- a. *Content match identified*: Transfer credit will be awarded, consistent with instructional department guidelines, for a course that is [equivalent](#) to a university course. The course will be designated to an Ohio State department and course number, and a specific number of university transfer credits will be awarded (see IV-4).
- b. *Content match possible, but not confirmed*: Transfer credit awarded will be designated "[General Credit](#)" when a course specific equivalency is possible but cannot be readily determined. While the course is fully acceptable as undergraduate credit and the degree-granting college may determine its applicability against degree requirements, the appropriate instructional department

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- may be consulted by the student to determine if an exact Ohio State course equivalent can be identified.
- c. *Content match non-existent for a basic or general course:* University transfer credit awarded will be "[Special Credit](#)" for a course if a specific course equivalent is not offered at the university. This determination will be made based on equivalency information and guidelines supplied by instructional department faculty. The course may be used to fulfill degree requirements upon approval by the appropriate college office.
 - d. *Content match not possible for a technical course:* University transfer credit for a technical course is awarded as "[Technical Credit](#)" for a course that is acceptable but has no course-specific equivalency at Ohio State. Consistent with the Ohio Articulation and Transfer Policy, university credit (e.g. Technical Credit) will be awarded for technical course work completed at an acceptable level of performance at regionally accredited institutions. While the course is awarded undergraduate credit, the appropriate degree-granting college will determine its applicability to specific degree requirements.
3. Assignment of a course Credit to University Instructional Department
 - a. When the content of a course is determined to be within the discipline covered by a particular Ohio State instructional department, the course credit will be assigned to that specific department. This principle will also apply to the assignment of courses that require further instructional department review (See IV-1-c).
 - b. When the content of a transfer course is interdisciplinary in nature to the extent that it precludes assignment to an individual Ohio State instructional department then only "Special" or "Technical" credit is awarded and assigned to a generic category (e.g. social sciences) rather than an instructional department.
 4. Determination of Semester Hour Equivalent Value Assigned
 - a. University transfer credit hour values are based on the credit hour value assigned by the originating institution and the appropriate conversion is made to yield semester credit hours.
 - b. If the academic calendar of the originating institution is other than the semester system, the appropriate conversion of the assessed credit hours of course work will take place based on the calendar of the originating institution and the formula for converting same to semester credit hours. While quarter hours are multiplied by .667 to convert them to semester hours, other formulae are used for the conversion when the originating institution is not on a standard, quarter/semester calendar (See IV-4-c, d).
 - c. If an Ohio State course-specific equivalent is awarded, the university may "over-award" or "under-award" by one (1) credit hour, relative to the number of semester credit hours that students earn when taking this course at Ohio State. Should there be additional hours left as the result of the conversion, then the hours will be awarded as "Special" credit for that particular course (e.g. 9 quarter hours of history = 6 semester hours; History 1211 at Ohio State = 3 semester hours, plus an "over-award" of 1 credit hours to total 4 semester hours, with the remaining 2 semester hours left designated as "History special credit.") There are a few university courses (e.g. PSYCH 1100, ENGLISH 1110.01) which, by departmental guidelines, cannot be "under-awarded" by one (1) hour.

V Determining Satisfactory Academic Performance

1. Completion Outcome



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- a. *Complete*: Course work must be successfully completed for undergraduate credit, with an appropriate grade (see V-3) before it is eligible for evaluation and the award of university transfer credit.
 - b. *Audit*: University transfer credit is not awarded for course work that was only audited at the originating institution. However, a course that was audited and was previously or subsequently successfully completed, under non-audit conditions, with an appropriate grade (see V-3) is eligible for evaluation and the award of university transfer credit.
 - c. *Incomplete*: University transfer credit is not awarded for course work that has not been completed (e.g. given a grade of "I").
 - d. *Withdrawn*: University transfer credit is not awarded for course work from which the student has withdrawn (e.g. grades of "W," "WP," "WF").
2. Completed Course Performance Outcome
- a. *Pass*: Transfer courses in which the student earned a passing grade are eligible for evaluation and university transfer credit may be awarded subject to the more specific performance criteria listed below (See V-3).
 - b. *Non-Pass*: Transfer courses in which the student was awarded a non-passing grade (e.g. F/Fail, U/Unsatisfactory, NC/No Credit) are not eligible for evaluation or the award of university transfer credit.
 - c. *Audit*: (See V-1-b)
3. Passing Performance Level
- a. Course work that is considered acceptable for undergraduate transfer credit and in which a "C-" (C Minus) or better has been earned is eligible to be evaluated and awarded university transfer credit.
 - b. Course work that has been awarded a non-standard passing grade (e.g. "P"/Pass; "CR"/Credit; "S"/Satisfactory) is eligible to be evaluated and awarded university transfer credit.
 - c. A course in which a "D+" (D Plus) or "D" was earned is not eligible for evaluation or an award of university transfer credit unless one of the conditions in V-3-d, e, or f is present.
 - d. A course in which a "D+" (D Plus) or "D" was earned will be evaluated and university transfer credit will be awarded if the course is within a program of study for which the student was awarded an Associate of Arts or an Associate of Science degree by a regionally accredited institution.
 - e. A "D+" (D Plus) or "D" earned in a course that is both part of a sequence of courses and a prerequisite to a course in which a transferable grade is earned is eligible for evaluation and the award of university transfer credit.
 - f. A "D+" (D Plus) or "D" earned in a course that was taken autumn 2005 or later at an Ohio public institution is eligible for evaluation and the award of university transfer credit.
 - g. A course in which a "D-" (D Minus) was earned is not eligible for evaluation or an award of university transfer credit.

VI Additional Ways Students May Obtain Credit

The university recognizes that students have opportunities for learning beyond the traditional or more formal methods of education. Some of these opportunities may be eligible for consideration in the

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evaluation process based on certain criteria and on the circumstances by which the student obtained the education.

1. Evaluation of Examination Credit/Results

- a. *Course credit by examination from originating institution:* Course credit is often assigned by an originating institution based on the results of a local testing program (e.g. APP, CLEP, DANTES). This course credit will be eligible for evaluation and university transfer credit may be awarded for same within the guidelines of this policy, provided that the course credit to be considered is listed on the official transcript according to course number and hours of credit assigned by the originating institution. While the initial evaluation of said course credit will in most cases result in a final decision on the university transfer credit to be awarded, some course credit will need to be deferred to an instructional department for a final decision (See IV-1-c).
- b. *Course Credit assigned by originating institution based on Advanced Placement Program (APP) test results:* Course credit assigned by the originating institution is eligible for evaluation and the award of university transfer credit consistent with the provisions in VI-1-a. If the test results have not been evaluated and/or no course credit has been awarded by the originating institution based on APP test results, then the student may submit official test scores to the Office of Testing for evaluation and a credit award determination.
- c. *Credit assigned by originating institution based on College Level Examination Program (CLEP) test results:* Course credit assigned by the originating institution is eligible for evaluation and the award of university transfer credit consistent with the provisions in VI-1-a. If the test results have not been evaluated and/or no course credit has been awarded by the originating institution based on CLEP subject examination results, then the student may submit official test scores to the Office of Testing for evaluation and determination of the award of credit following the guidelines established by the respective departments. University transfer credit is not awarded by the Office of the University Registrar for CLEP General Examination results presented by the student.
- d. *Course credit awarded by an originating institution based on Defense Activity for Nontraditional Education Support (DANTES) Subject Standardization Tests (DSST):* Course credit assigned by an originating institution based on DANTES-DSST test results is eligible for evaluation and may be assigned university transfer credit consistent with the provisions of VI-1-a. If the DANTES-DSST test results were not evaluated and/or awarded course credit by an originating institution, the student may submit an original DANTES transcript of examination results to the Office of Testing and university transfer credit will be awarded consistent with instructional departmental directives for evaluating each respective subject area. The university awards DSST credit only for subject examinations.

2. Evaluation of Experiential Learning

- a. *Course credit awarded by the originating institution based on an assessment of experiential learning:* Course credit awarded on this basis by an originating institution is eligible for evaluation and university transfer credit may be awarded for same, consistent with the provisions of VI-1-a. Courses and credit that have been awarded by the originating institution must be listed on an official transcript according to course number and hours of credit awarded. (See VI-2-b.)
- b. Experiential learning documentation not previously evaluated and/or awarded credit by an originating institution may be submitted to the Office of Extended Education at the university.



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Policies and procedures for the evaluation of experiential learning and the award for university credit for same are maintained by that division.

3. Military Education Programs

- a. Courses for which credit was earned while in the military must be listed on official military documents (i.e. DD214, DD295, Army/ American Council on Education Registry Transcript). Other official military documents may be used as the basis for evaluation at the discretion of the Associate Registrar/designee given that they contain the elements necessary for evaluation. Those courses that are eligible for evaluation will be awarded university transfer credit consistent with the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services and directives issued by instructional departments.
- b. Courses and credit awarded by an originating institution (e.g. college/university) based on a military educational experience is eligible for evaluation and the award of university transfer credit consistent with the tenets of this policy. To be eligible for evaluation this course credit must be listed on an official transcript from the originating institution according to course number and hours of credit awarded.
- c. Courses for which credit was earned while in the military through enrollment at a college or university must be listed according to course number and hours of credit awarded on an official transcript of the originating institution, or on the official military documents (see VI-3-a). Those courses are also eligible for consideration in the evaluation and award of university transfer credit.

VII Appeals

This policy is used to address appeals regarding provisions of the transfer credit policy, its application as a guide for the evaluation of prior learning experiences, and the award of university transfer credit.

Degree-granting colleges are charged with the authority and responsibility to determine the applicability of university transfer credit against specific degree requirements and appeals related to those issues are outside the scope of this policy. Therefore, separate policies and procedures are maintained by the degree-granting colleges to respond to appeals of applicability decisions.

1. Appeal Submitted by Student

- a. If a student wishes to challenge the transfer credit policy, or the application of the policy to produce a university transfer credit award, then the appeal must be submitted in writing to the Associate Registrar who will determine either that the policy is being challenged or the application of the policy is at issue.
- b. If a policy is at issue, the appropriate research will be conducted under the auspices of the University Registrar (in conjunction with the Associate Registrar) who will refer the appeal to the Council on Enrollment and Student Progress (CESP) or a subsequently designated faculty governing body. The CESP will review all available information and make a recommendation to the Office of Academic Affairs. That office will issue the final decision.
- c. If a transfer credit award is at issue, then the Associate Registrar will examine the appeal to determine whether or not the university transfer credit policy was appropriately applied to yield the initial evaluation. The appeal will be denied when it is determined that the policy was appropriately applied. An appropriate correction will be issued if the policy was misapplied. Appeals denied by the Associate Registrar may be appealed to the University Registrar who will issue a final decision.



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2. Appeal Submitted by Institution
 - a. If an institution wishes to challenge the transfer credit policy, or the application of the policy to produce a university transfer credit award, then the appeal must be submitted in writing to the Associate Registrar who will determine either that the policy is being challenged or the application of the policy is at issue.
 - b. Institutional challenges to the policy shall follow the guidelines in VII-1-b.
 - c. Challenges to the application of the policy toward a transfer credit award shall follow guidelines in VII-1-c.

Responsibilities

Position or Office	Responsibilities
Office of the University Registrar	<ul style="list-style-type: none"> • Evaluate transfer credit for equivalency credit to The Ohio State University while applying the guidelines of the Transfer Credit Policy. • Update the Transfer Credit Policy to stay in line with other related policies.

Resources

- Guide to the Evaluation of Educational Experiences in the Armed Services, <http://militaryguides.acenet.edu/>
- Ohio Articulation and Transfer Policy of the Ohio Board of Regents, <http://regents.ohio.gov/transfer/policy/CreditTransferPolicy.pdf>
- The National Guide to Credit Recommendations for Non-collegiate Courses, <http://www.nationalccrs.org/>

Contacts

Subject	Office	Telephone	E-mail/URL
Transfer Credit	The Office of the University Registrar	614-292-9330	TransferCreditCenter@esue.ohio-state.edu http://registrar.osu.edu/transfer_credit/index.asp

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