

Applies to: Students

## Responsible Office

Office of Academic Affairs

## POLICY

Issued: 08/01/1896

Revised: 03/01/2022

This policy addresses how undergraduate credits earned at other institutions may transfer to The Ohio State University. The policy is designed to maximize utilization of prior learning, increase access and affordability for students, and promote the academic integrity of all Ohio State degree programs.

## Purpose of the Policy

To facilitate fair and consistent transfer credit evaluations.

## Definitions

Term	Definition
Acceptability	In reference to course work, the quality of having met standards for evaluation and award of transfer credit.
Accreditation	The educational status 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.
College-level course work	Course work that is non-remedial, post-secondary curriculum that offers an advanced level of content and rigor.
International course work	Course work that is performed within the curriculum of a course of study in an institution located outside of the United States.
Level of course work	The rank of a course as determined by the type of student for whom the course is designed, the content, and the expectations for completion (e.g., 1000 level, freshman; 2000 level, sophomore, etc.).
Official transcript	A document issued by an institution showing enrollment dates, courses, grades, grading scale, and earned academic credentials. Transcripts must arrive directly from the originating institution to the appropriate office and be signed and certified by the registrar or similar institutional authority.
Originating Institution	An institution (i.e., college, university, agency, organization) at which course work has been taken and/or academic credit earned by a student seeking transfer credit.
Semester hour equivalent value	The number of semester hours of credit assigned to a course on the basis of content and amount of time required for completion.

## Policy Details

- I. Policy Implementation
  - A. This policy is consistent with the [Ohio Articulation and Transfer Policy](#) first adopted by the Ohio Department of Higher Education in November of 1990. The Ohio Articulation and Transfer Policy complies with state statutory and policy requirements, including, but not limited to, [Ohio Revised Code](#) (ORC) 3333.16, 3333.161, 3333.162, and 3333.164.
  - B. When evaluating whether to award transfer credit, the University Registrar office uses a multifactorial process initially driven by an assessment of the educational quality of the course work as evidenced by the **accreditation** held by the **originating institution**. Transfer credit will be awarded provided the course is similar in level and content to Ohio State course offerings. The source authority for evaluating transfer course

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content and determining the award of equivalent Ohio State credit rests with the appropriate instructional department.

- C. Ohio State employs, updates in accordance with, and recognizes the research and recommendations of professional associations to establish best practices in transfer credit evaluation. Associations commonly used include, but are not limited to, the American Association of Collegiate Registrars and Admissions Officers, American Council on Education, and Council for Higher Education Accreditation.

## II. Policy Scope

- A. This policy applies to the transfer of undergraduate credits only. Separate policies and procedures are maintained to evaluate and assign university transfer credit for graduate-level course work and university credit for examination programs. See the [Graduate School Handbook](#) and the [Testing Center Examination Credit webpage](#).
- B. **International course work** completed at non-U.S. institutions that hold regional accreditation is covered by this policy; however, course work completed at all other non-U.S. institutions is subject to the [International Transfer Credit policy](#).
- C. The acceptance of transfer courses for university transfer credit is distinct from the application of credit toward university degree requirements. While this policy governs the **acceptability** of undergraduate courses for university transfer credit, policies and procedures governing the **applicability** of credit are determined by the student's degree-granting college.

## PROCEDURE

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### I. General Standards for Transfer Credit Eligibility

- A. Ohio State will evaluate and award transfer credit for course work documented on an **official transcript**. 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.
- B. Transfer credit will be awarded for successfully completed **college-level course work** based on the content, level, length of study, and comparability to Ohio State course offerings.
- C. Collegiate institutions can offer classes, certifications, programs, and non-credit bearing courses to students that are not approved and recognized as official course work of those institutions. Only college-level course work that is transcribed on the institution's official transcript will be eligible for transfer credit as outlined in this policy.
- D. There is no limit to the amount of credit a student can transfer to Ohio State; however, the student's degree granting college determines which course work will apply to a student's degree.

### II. Determining Accreditation and Origin of Course Work

- A. Determination of the institutional source and quality of course work, as reflected by the accreditation held by the originating institution, will be the overarching criteria used to assess the eligibility of a course for evaluation and the award of university transfer credit.
  - 1. Consistent with established educational practice and the [Ohio Articulation and Transfer Policy](#), the university will evaluate and award credit for all successfully completed college-level course work at post-secondary institutions holding accreditation from any of the regional accrediting associations recognized by the Council for Higher Education Accreditation (CHEA) or holding a certificate of authorization from the Ohio Department of Higher Education. Institutions that have been granted official candidacy status by a regional accrediting association will be accorded like treatment to those that are fully accredited.
  - 2. College-level course work is eligible for further evaluation when it is successfully completed at post-secondary institutions holding non-regional accreditation from an association recognized by CHEA or the United States Department of Education (USDE). Formal learning experiences are eligible for further

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evaluation when they have been identified, evaluated, and recommended by a university recognized review service, National College Credit Recommendation Service (NCCRS), and/or the American Council on Education (ACE). University transfer credit may be awarded for this course work based on the nature, level, content, and comparability of the course to university offerings. The University Registrar office will complete an initial evaluation and the appropriate instructional department will further assess the course work and make a credit/no credit determination.

3. Course work is not eligible for evaluation and the award of university transfer credit if it was offered at post-secondary institutions that do not hold accreditation by a university recognized body.
  4. Course work originating at a branch/regional campus of an institution must be treated as course work originating at the institution's main campus unless the branch/regional campus is specifically and separately accredited.
- B. Credit will be awarded for military experience and education programs, according to the provisions of the Ohio Articulation and Transfer Policy and recommendations of ACE. Courses for which credit was earned while in the military must be listed on official military documents (e.g., DD214, DD295, Joint Services Transcript).

### III. Award of Undergraduate Credit

#### A. Determining undergraduate **level of course work**

1. Course work designated by the originating institution for undergraduate use or for both graduate and undergraduate use is eligible for evaluation, and undergraduate university transfer credit may be awarded.
2. Remedial or developmental course work intended to be a review of secondary material is not awarded university transfer credit. If course work does not count toward graduation hours at the originating institution, the course will not be awarded university transfer credit.
3. Course work assigned a continuing education unit (CEU) value only is not eligible for evaluation in the transfer process, and university transfer credit will not be assigned.

#### B. Evaluating content

1. Course work evaluated and deemed acceptable based on its content and comparability relative to Ohio State curriculum will be awarded university transfer credit consistent with the Ohio Articulation and Transfer Policy, this policy, and guidelines provided by instructional departments.
2. Course work completed at another institution that is determined to be equivalent to an undergraduate course in the Ohio State course catalog will be designated an Ohio State department and course number, and a specific number of transfer credits will be awarded (see Procedure III.D.2). Course equivalents are determined by instructional departments and awarded when a transfer course meets or exceeds 70% of the critical learning outcomes of the Ohio State course. Some university courses require an exact semester hour equivalency as determined by the instructional department.
3. Transfer credit will be designated general credit when a course-specific equivalent is possible but cannot be readily determined upon initial review by the University Registrar office. In such cases, the student must consult the appropriate instructional department to determine if an Ohio State course equivalent can be identified.
4. Transfer credit must be designated as special credit if a course specific equivalent is not offered at the university, the transfer course is older than 20 years from the current academic year, or if there is an excess amount of credit hours as compared to the Ohio State equivalent course. Special credit determinations will be made based on equivalency information and guidelines supplied by the instructional department. The student's degree-granting college will determine its applicability to specific degree requirements or free electives.
5. Transfer credit must be designated as technical credit if a course specific equivalent is not offered at the university and the course is of a technical nature (e.g., technical math). The student's degree-granting college will determine its applicability to specific degree requirements or free electives.
6. Non-regionally accredited course work as outlined in Procedure II.A.2 will be referred to the appropriate instructional department to review the course to issue an acceptability decision (i.e., credit and type of

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- credit to be awarded or no credit awarded). If determined acceptable for the award of university transfer credit, the results will be appropriately reflected on the student's permanent university record.
- C. Assigning course credit to university instructional department
    1. 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. Course work requiring further evaluation must be reviewed by the assigned instructional department.
  - D. Determining the **semester hour equivalent value** assigned
    1. Ohio State transfer credit hour values are based on the credit hour value assigned by the originating institution and any necessary subsequent conversion to semester credit hours. If the originating institution operates on a non-semester calendar system, a conversion of the assessed credit hours will take place based on the formula for converting the values to semester credit hours. While quarter hours are multiplied by .667 to convert them to semester hours, other multipliers are used for the conversion when the originating institution is not on a standard quarter/semester calendar.
    2. If an Ohio State course equivalent is awarded for a transferring course, the university will assign the credit hours as offered in the Ohio State curriculum. Any excess credit over .34 semester hours will be assigned special credit. In instances where the transferring course was awarded a lesser credit amount than the Ohio State equivalent course, the university may under-award the course by up to 1.34 semester hours.
  - E. Determining satisfactory academic performance
    1. Course work must be successfully completed with an appropriate grade before it is eligible for evaluation and the award of university transfer credit. Transfer grades are designated with the official grade of "K" and grade point averages do not transfer to Ohio State.
      - a. To be eligible for undergraduate transfer credit, students must earn a grade equivalent to "C-" or higher on a 4.0 scale unless one of the conditions below in Procedure III.E.1.b. is present.
      - b. A course in which a "D+" or "D" was earned is only eligible for evaluation and an award of university transfer credit if one of the following conditions is present:
        - i. A course in which a "D+" or "D" was earned within a program of study for which the student was awarded an Associate of Arts, Associate of Science, Bachelor of Arts, or Bachelor of Science degree by a regionally accredited institution.
        - ii. A "D+" or "D" earned in a course that is both part of a sequence of courses and a prerequisite to a course in which a grade of "C-" or above is earned.
        - iii. A "D+" or "D" earned in a lecture/lab combination and the combined grade point average for the lab and lecture is a grade of "C-" or above.
        - iv. A "D+" or "D" earned in a course that was taken autumn 2005 or later at an Ohio public institution.
      - c. A course in which a "D-" was earned is not eligible for an award of university transfer credit under any circumstances.
      - d. Course work that has been awarded a non-standard passing grade (e.g., "P"/Pass; "CR"/Credit; "S"/Satisfactory) is eligible for evaluation and university transfer credit may be awarded subject to the specific passing performance criteria listed in this section (see Procedure III.E.1.a. and b.).
      - e. 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 is eligible for evaluation and the award of university transfer credit.
      - f. Multiple courses from a source institution which must be combined to award an equivalent course at Ohio State will have their grade point averages combined. The resulting grade point average will have a transfer grade assigned according to [University Faculty Rule 3335-8-21](#). In the instance that a combined GPA falls between two values according to Rule 3335-8-21, the lower grade will be assigned.
  - F. All transferrable credit will be posted to the student's academic record upon enrollment and cannot be removed.

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#### IV. Additional Ways Students May Obtain Credit

- A. Course credit by examination for standardized exams such as Advanced Placement (AP), College Level Examination Program (CLEP), Defense Activity for Nontraditional Education Support (DANTES) Subject Standardization Tests (DSST), and International Baccalaureate (IB) are not eligible for university transfer credit. Official score reports must be sent directly to the Ohio State Testing Center for evaluation and award of examination credit.
- B. Course credit earned by departmental examination from the originating institution may be eligible for evaluation and the award of university transfer credit provided the course credit is listed on an official transcript with a passing grade, course number, and credit hours assigned by the originating institution. While the University Registrar office will conduct the initial evaluation, some course credit will need to be deferred to the instructional department for a final decision.

#### V. Appeals

- A. Colleges have 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, the degree-granting colleges maintain separate policies and procedures to respond to appeals of applicability decisions.
- B. If a student wishes to challenge a decision under this Transfer Credit policy, an appeal must be submitted in writing to the associate registrar (ESUE-TransferCreditCenter@osu.edu).
  1. The associate registrar will examine the appeal to determine whether the 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.

#### Responsibilities

Position or Office	Responsibilities
Associate registrar	Examine appeals to this policy.
Degree-granting college	<ol style="list-style-type: none"> <li>1. Determine applicability of transfer credit to specific degree requirements.</li> <li>2. Maintain policies and procedures to respond to appeals of applicability decisions.</li> </ol>
Instructional department	<ol style="list-style-type: none"> <li>1. Evaluate transfer course content and determine the Ohio State course equivalent.</li> <li>2. Determine exact semester hour equivalency, as needed.</li> <li>3. Review non-regionally accredited course work, as needed, to issue an acceptability decision.</li> <li>4. Evaluate course credit earned by departmental examination from originating institution for a final award decision.</li> </ol>
Students	<ol style="list-style-type: none"> <li>1. Consult appropriate instructional department, as needed, to determine if an Ohio State course equivalent can be identified.</li> <li>2. Send official standardized exam reports directly to Ohio State Testing Center for evaluation and award of examination credit.</li> <li>3. Submit any appeals in writing to the associate registrar.</li> </ol>
University	<ol style="list-style-type: none"> <li>1. Establish best practices in transfer credit evaluation as set forth in the policy.</li> <li>2. Evaluate and award transfer credit as set forth in the policy.</li> </ol>
University Registrar (office)	<ol style="list-style-type: none"> <li>1. Evaluate whether to award transfer credit as set forth in the policy.</li> <li>2. Complete an initial evaluation, as needed, to make credit determinations as set forth in the policy.</li> </ol>
University registrar (individual)	Issue a final decision on appeals denied by the associate registrar.



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## Resources

### Governance Documents

International Transfer Credit policy, [go.osu.edu/intl-transfer-credit-policy](http://go.osu.edu/intl-transfer-credit-policy)  
Ohio Articulation and Transfer Policy, [transfercredit.ohio.gov/educational-partners/educational-partner-initiatives/articulation-transfer-policy-policy](http://transfercredit.ohio.gov/educational-partners/educational-partner-initiatives/articulation-transfer-policy-policy)  
Ohio Revised Code, [codes.ohio.gov/ohio-revised-code/chapter-3333](http://codes.ohio.gov/ohio-revised-code/chapter-3333)  
University Faculty Rule 3335-8-21, [trustees.osu.edu/bylaws-and-rules/3335-8](http://trustees.osu.edu/bylaws-and-rules/3335-8)

### Additional Guidance

Council for Higher Education Accreditation, [chea.org](http://chea.org)  
National College Credit Recommendation Service, [nationalccrs.org](http://nationalccrs.org)  
Ohio Department of Higher Education Authorized Institutions, [ohiohighered.org/independent-schools](http://ohiohighered.org/independent-schools)  
The ACE Military Guide, [acenet.edu/news-room/Pages/Military-Guide-Online.aspx](http://acenet.edu/news-room/Pages/Military-Guide-Online.aspx)  
The Graduate School Handbook, [gradsch.osu.edu/handbook](http://gradsch.osu.edu/handbook)  
United States Department of Education Database of Accredited Postsecondary Institutions and Programs, [ope.ed.gov/dapip/#/home](http://ope.ed.gov/dapip/#/home)  
University Registrar Testing Center Examination Credit, [registrar.osu.edu/priorlearning/examination-credit.html](http://registrar.osu.edu/priorlearning/examination-credit.html)  
University Registrar Transfer Credit, [registrar.osu.edu/transfer\\_credit/](http://registrar.osu.edu/transfer_credit/)

## Contacts

Subject	Office	Telephone	E-mail/URL
Transfer credit questions	University Registrar office	614-292-9330	<a href="mailto:ESUE-TransferCreditCenter@osu.edu">ESUE-TransferCreditCenter@osu.edu</a> <a href="http://registrar.osu.edu/transfer_credit">registrar.osu.edu/transfer_credit</a>

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