

Shawnee State University

POLICY TITLE:	TRANSFER CREDIT
POLICY NO.:	2.19
ADMIN CODE:	3362-2-19
PAGE NO.:	1 OF 3
EFFECTIVE DATE:	11/18/2022
NEXT REVIEW DATE:	11/2025
RESPONSIBLE OFFICER:	PROVOST
APPROVED BY:	BOARD OF TRUSTEES

1.0 POLICY STATEMENT AND PURPOSE

- 1.1 Understanding the variables involved in the transfer credit evaluation process for both undergraduate and international students is imperative to ensuring that students are awarded credit consistently and equitably. This policy is designed to facilitate the transfer of students and credits from other institutions and/or foreign institutions of higher education to Shawnee State University, 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.
- 1.2 Facilitating fair and consistent transfer credit evaluations for undergraduate and international course work.

As used in this policy and related procedures, the following definitions shall apply:

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 department/school 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 of 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.

2.0 IMPLEMENTATION-UNDERGRADUATE

- 2.1 This policy is consistent with the [Ohio Articulation and Transfer Policy](#), first adopted by the Ohio Department of Higher Education in November of 1990; and, the [Joint Statement on the Transfer and Award of Credit. 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.
- 2.2 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 Shawnee State course offerings. The appropriate instructional department has the authority to determine equivalent Shawnee State credit for transfer courses, which have not been established through ODHE transfer initiatives and/or established articulation agreements.
- 2.3 Shawnee State University will award transfer credit for courses that have been approved through the following transfer programs: OT36, TAG, CTAG, ITAG, and MTAG. In addition, the university will honor transfer equivalencies that are established as part of articulation agreements with other institutions.
- 2.4 Shawnee 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 (AACRAO), American Council on Education (ACE), and Council for Higher Education Accreditation (CHEA).

3.0 IMPLEMENTATION-INTERNATIONAL

- 3.1 Evaluation Methodology
- 3.1.1 International course work will be evaluated based on a course-by-course evaluation completed by InCred (International Credential Evaluations) based on the originating institution's official transcript.

Shawnee State University

POLICY TITLE:	ADMISSION & DEGREE REQUIREMENTS
POLICY NO. :	3.00REV
ADMIN CODE:	3362-03-01
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EFFECTIVE DATE:	03/13/2020 <u>11/18/2022</u>
NEXT REVIEW DATE:	03/2022 - <u>11/2025</u>
RESPONSIBLE OFFICER(S):	PROVOST/ VPAA
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

Shawnee State University, created pursuant to O.R.C. Chapter 3362, serves as the regional state university for Southern Ohio. SSU is an open access university for all students who have successfully completed a high school education. This policy serves to identify SSU's requirements for admission to the University's degree programs and the credit requirements for those programs.

2.0 ADMISSION REQUIREMENTS FOR BACCALUAREATE AND ASSOCIATE DEGREE PROGRAMS

2.1 Admission to University baccalaureate or associate degree programs is determined by an applicant's (1) earned high school diploma, as defined by the State of Ohio, (2) level of "college preparedness" as defined by the State of Ohio's UNIFORM STATEWIDE STANDARDS for REMEDIATION-FREE STATUS (see link to state standards webpage below), and (3) ability to meet the requirements of a specific selective-admission program.

2.1.1 Non-College Prepared Students. Applicants not meeting the college preparedness standard will only be admitted into a non-selective admission associate degree program ~~or a bridge program~~ and be required to participate in University programs and courses for underprepared college students.

2.1.2 International Applicants. Admission requirements for international applicants also include meeting a university-established minimum test score on the Test of English as a Foreign Language (TOEFL) or equivalent for applicants whose native language is not English and proof of sufficient financial resources.

2.1.3 Transfer Students. Applicants applying for admission to associate or baccalaureate programs who have earned credit post high school from other regionally accredited colleges or universities are considered transfer

students and are admitted under the same standards described in sections 2.2 and 2.3 of this policy and may be subject to additional requirements.

- 2.2 Associate Degrees. The University offers both selective and non-selective admission associate degree programs. All associate degree programs will require a minimum of 60 hours of undergraduate credit and completion of University requirements and a curriculum specified for the particular program prescribed in the Shawnee State University Catalog (~~<http://www.shawnee.edu/areas-study/academic-calendar-important-dates/academic-catalog>~~) at the time of the applicant's matriculation.
- 2.3 Baccalaureate Degrees. The University offers both selective and non-selective admission baccalaureate degree programs. All bachelor's degree programs shall require a minimum of 120 hours of undergraduate credit and completion of University requirements and a curriculum specified for the particular program prescribed in the Shawnee State University Catalog (~~<http://www.shawnee.edu/areas-study/academic-calendar-important-dates/academic-catalog>~~) at the time of the applicant's matriculation.

3.0 ADMISSION REQUIREMENTS FOR GRADUATE DEGREE PROGRAMS

- 3.1 Master's degree programs shall require a minimum of 30 hours of credit at graduate level and completion of University requirements and a curriculum specified for the particular program prescribed in the Shawnee State University Catalog (~~<http://www.shawnee.edu/areas-study/academic-calendar-important-dates/academic-catalog>~~) at the time of the applicant's matriculation.
- 3.1.1 Applicants are only admitted to selective admission Master's degree programs.
- 3.1.2 Applicants to an SSU-a master's degree program must present evidence of an earned bachelor's degree from a regionally accredited institution and meet the requirements for the program for which they are applying.
- 3.1.3 International applicants are subject to additional requirements established by the University's Graduate School Center.
- 3.2 Doctoral ~~te~~ degrees generally require the successful completion of at least 90 semester credit hours (or 135 quarter credit hours) of work beyond the bachelor's degree or at least 60 semester credit hours (or 90 quarter credit hours) beyond the master's degree. Deviations from these credit hour guidelines require proper justification and state approval. ~~programs shall require a minimum of 60 hours of credit at the graduate level beyond the master's degree in a curriculum specified~~

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4.0 NON-DEGREE SEEKING APPLICANTS

- ~~4.1~~—Individuals who enroll at the University who are not seeking a degree for reasons or circumstances such as personal enrichment, ~~guest~~[transient](#) status, dual credit enrollments, College Credit Plus, or other early college programs will be admitted as non-degree students. Credits earned as a non-degree seeking student may be applied upon admission to a degree program.

Important Links:

University Catalog: <https://www.shawnee.edu/registrar/academic-catalog>

~~Link to the~~ State of Ohio's Uniform Statewide Standards for Remediation-free Status:

*<https://highered.ohio.gov/static/files/uploads/college-readiness/2021%20Uniform%20Remediation%20Free%20Standards.pdf>
https://www.ohiohighered.org/sites/default/files/uploads/reports//2019_UNIFORM_REMEDIATION-FREE_STANDARDS.pdf

History

Effective: 04/02/90

Revised: [11/18/2022](#); 03/13/20; 02/10/17; 04/21/95; 03/16/92

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- 3.2.1 Applicants are only admitted to selective admission Doctoral degree programs.
- 3.2.2 Applicants to an SSU doctoral degree program must present evidence of an earned master's degree from a regionally accredited institution and meet the requirements for the program for which they are applying.
- 3.2.3 International applicants are subject to additional requirements established by the University's Graduate School.

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*<https://highered.ohio.gov/static/files/uploads/college-readiness/2021%20Uniform%20Remediation%20Free%20Standards.pdf>

History

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