

Shawnee State University

POLICY TITLE:	TRANSFER CREDIT
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1.0 POLICY STATEMENT AND PURPOSE

- 1.1 Understanding the variables involved in the transfer credit evaluation process for undergraduate, international, and graduate 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 This policy aims to facilitate fair and consistent transfer credit evaluations for undergraduate, international, and graduate 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; 5000 and 6000 level, master's, 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).
- 2.5 Shawnee State requires that students complete a minimum of 20 hours of credit for the associate degree or 30 hours of credit for the baccalaureate in residence at Shawnee State University.

3.0 IMPLEMENTATION-INTERNATIONAL

3.1 Evaluation Methodology

- 3.1.1 International course work completed outside of the domestic (U.S.-based) education system will need to be evaluated based on a course-by-course evaluation completed by a NACES (National Association of Credential Evaluation Services) approved evaluation agency based on the originating institution's official transcript.
- 3.1.2 If Shawnee State determines that the credit from the foreign institution is eligible for evaluation and meets standards for satisfactory academic performance as defined in this policy's procedures, Shawnee State will apply criteria relative to the level and content of the course to determine acceptability for transfer credit.
- 3.1.3 The University Registrar oversees the awarding of undergraduate transfer credit, and the appropriate degree-granting department/school will determine its applicability to specific degree requirements.

3.2 Professionally Recognized Resources and Recommendations

Shawnee State employs, updates in accordance with, and recognizes the research and recommendations of professional associations to establish best practices in international transfer credit evaluation. Associations commonly used include, but are not limited to, the American Association of Collegiate Registrars and Admissions Officer (AACRAO), American Council on Education (ACE), Council for Higher Education Accreditation (CHEA), and NAFSA: Association for International Educators.

4.0 IMPLEMENTATION-GRADUATE

- 4.1 Shawnee State's policy on graduate transfer is consistent with best practices recommended by the Council of Graduate Schools and guidelines provided by the Ohio Department of Higher Education.
- 4.2 When deciding whether to award transfer credit, the Graduate Program Director will determine equivalencies based on level of coursework, acceptability, and applicability.
- 4.3 Transfer credit is awarded based on program area requirements. Official transcripts must be forwarded from the transferring institution and must be mailed directly to Graduate Admissions. The grades of transferred courses are not posted to the Shawnee State transcript and are not used to calculate grade point averages.

5.0 POLICY SCOPE

- 5.1 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.
- 5.2 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 and graduate courses for university transfer credit, the applicability of credit is determined by the student's department/school.

Link to the Ohio Department of Higher Education Ohio Articulation and Transfer Policy:
<https://transfercredit.ohio.gov/educational-partners/educational-partner-initiatives/articulation-transfer-policy-policy>

History

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