PROCEDURE TITLE:	INTERNATIONAL TRANSFER CREDIT
PROCEDURE NO.:	2.19:2
RELATED POLICY:	2.19REV
PAGE NO.:	1 OF 5
RESPONSIBLE ADMINISTRATOR(S):	PROVOST
EFFECTIVE DATE:	10/27/26
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APPROVED BY:	PRESIDENT

1.0 PURPOSE

This procedure sets forth the guidelines for the processing of undergraduate international transfer credit under Board of Trustees Policy No. 2.19. International transfer credit is awarded for course work earned within the curriculum of a course of study in an institution located outside of the United States.

2.0 GENERAL STANDARDS FOR TRANSFER CREDIT ELIGIBILITY

2.1 Shawnee 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.

2.2 Transfer credit will be awarded for successfully completed college-level course work from an accredited institution (see section 4.0, below), based on the content, level, length of study, and comparability to Shawnee State course offerings.

2.3 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, issued by the institution's registrar's office, or similar authorizing designee, will be eligible for transfer credit as outlined in this policy.

2.4 There is no limit to the amount of credit a student can transfer to Shawnee State; however, students must complete a minimum of 20 hours of credit in residence for an associate degree or 30 hours of credit in residence for a baccalaureate degree. The student's degree-granting department/school determines which course work will apply as credit toward major-specific degree requirements.

3.0 OFFICIAL DOCUMENTATION REQUIRED FOR TRANSFER CREDIT

3.1 Official transcripts are to be sent directly to Shawnee State from the originating institution. All documents issued in a language other than English must include a certified translation.

3.1.1 Transcripts issued to students will not be accepted for the evaluation and awarding of transfer credit.

3.1.2 Evaluations provided by a NACES (National Associate of Credential Evaluation Services) approved evaluation agency will be accepted to support the evaluation of transfer course work.

3.1.3 Documentation Exceptions: Shawnee State recognizes that, in some circumstances, it is impossible for students to obtain duplicate copies of official transcripts. In these cases, eligibility for evaluation of credit will be determined on an individual basis. Documents classified as official for admission purposes may be unacceptable for transfer credit evaluation.

4.0 DETERMINING ACCREDITATION AND ORIGIN OF COURSE WORK

4.1 For domestic transfer credit evaluation, the **accreditation** held by the originating institution determines the eligibility of a course for evaluation and the award of Shawnee State credit. While some foreign institutions hold regional United States accreditation as recognized by the Council for Higher Education Accreditation, many do not. Those foreign institutions holding regional United States accreditation are governed by Shawnee State's Transfer Credit Policy and procedure, not this International Transfer Credit procedure.

4.2 For foreign institutions not holding regional United States accreditation, Shawnee State looks to quality assurance bodies and Ministries of Education that have been authorized to operate by their respective governments as a baseline for accepting and awarding transfer credit. Shawnee State will only consider awarding transfer credit from foreign institutions that have been recognized by the country's Ministry of Education or authorized quality assurance body, or that have regional United States accreditation.

5.0 AWARD OF UNDERGRADUATE CREDIT

5.1 Determining undergraduate level of course work

5.1.1 Course level is a descriptor that is often used in the United States but may not have an equivalent in foreign education systems. In cases where there is uncertainty of the comparability to the U.S. course level, understanding the country's educational system is imperative. Review of course descriptions and syllabi assist in drawing comparisons to appropriate academic level.

5.1.2 An analysis of the program of study or curriculum plan may be conducted to determine course sequencing and length of the program.

5.2 Evaluating content

5.2.1 Course work evaluated and deemed acceptable based on its content and comparability relative to Shawnee State curriculum will be awarded university transfer credit. Transfer courses will be evaluated as direct equivalents or generalized credit as outlined in Procedure 4.2 of the Transfer Credit procedure 2.19:1.

5.3 Determining the semester hour equivalent value assigned

5.3.1 Shawnee State transfer credit hour values are based on the credit hour value assigned by the originating institution. An institutional analysis is used to determine a proper and consistent conversion of credit to Shawnee State semester hours, due to the wide variety of education system structures and academic calendars.

5.3.1.1 Semester academic calendar

5.3.1.1.1 If the institutional analysis determines the international educational system is comparable to the United States' system, as well as Shawnee State's semester hour definition of awarding credit, a one-to-one ratio is used to award credit. If international course work is listed as semester hours on the transcript, and an institutional analysis determines that the designation does not hold the same weight as the U.S. semester hour, a ratio is used to award equivalent credit.

5.3.1.2 Calculating ratios: comparing one year's worth of work

5.3.1.2.1 When determining comparability of educational institutions (with the exceptions outlined below), the standard practice is to compare one year's worth of work from the international institution to 30 semester hours. If discrepancies exist between systems, a ratio is used to adjust the hours to equate the transfer work accordingly.

5.3.1.2.2 European Credit Transfer and Accumulation System (ECTS) units: 2 ECTS units = 1 U.S. semester hour.

5.3.1.2.3 United Kingdom Credit Accumulation and Transfer Scheme (CATS) units: 4 CATS units = 1 U.S. semester hour.

5.3.1.2.4 People's Republic of China: 1 Chinese credit hour = .667 Shawnee State semester hour

5.3.1.3 In the absence of a documented credit system, Shawnee State will determine the target number of semester credits per year of a student's program and divide that by the total number of courses taken to create a credit ratio.

5.4 Determining satisfactory academic performance

5.4.1 Grades

5.4.1.1 To be eligible for undergraduate transfer credit, students must earn a grade equivalent to "D-" or higher on a 4.0 scale. Shawnee State uses professionally recognized resources listed in Policy 2.19 Section 3.1.1 to convert grades to the U.S. Equivalent.

5.4.2 Completion outcome, completed course performance, and passing performance level

5.4.2.1 Refer to section 4.4.1 of the Transfer Credit Procedure 2.19:1.

5.5 Timeline for review

5.5.1 While the University Registrar's office will conduct the initial evaluation, some course credit will need to be deferred to the instructional department for a final decision. The department will have 48 hours to respond to the Registrar's Office with a course equivalency determination. If the deadline is not met, the University Registrar will make the equivalency determination.

6.0 APPEALS

6.1 Instructional departments 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.

6.2 If a student wishes to challenge a decision under the Transfer Credit policy or an associated procedure, an appeal must be submitted in writing to the assistant registrar (ssu_registrar@shawnee.edu).

6.2.1 The Assistant 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 Assistant Registrar may be appealed to the university Registrar who will issue a final decision.

RESPONSIBILITIES

Position or Office	Responsibilities
Assistant Registrar	Examine Appeals to this policy and make determination.
Degree-granting Department/School	1. Determine applicability of transfer credit to specific degree requirements. 2. Maintain policies and procedures to respond to appeals of applicability decisions.
Instructional Department	1. Evaluate transfer course content and determine the Shawnee State course equivalent. 2. Review non-regionally accredited course work, as needed, to issue an acceptability decision. 3. Evaluate course credit earned by departmental examination from the originating institution for a final award decision.
General Education Program (GEP) Director	1. Evaluate transfer course content for GEP transfer equivalencies in consultation with Registrar and Instructional Department.
Students	1. Send official standardized exam reports to the University Registrar office for evaluation and award of examination credit. 2. Submit any appeals in writing to the assistant registrar.
University Registrar (office)	1. Establish best practices in transfer credit as set forth in the policy. 2. Evaluate whether to award transfer credit as set forth in the policy. 3. Complete and initial evaluation, as needed, to make credit determinations as set forth in the policy.
University Registrar (individual)	Issue a final decision on appeals denied by the Assistant Registrar.

History

Effective: 10/27/26

RESOURCES

Governance Documents, https://shawnee.curriculog.com/proposal
Transfer Credit policy, https://www.shawnee.edu/about-us/policies/files/policy-2-19.pdf
Transfer Credit procedure, https://www.shawnee.edu/about-us/policies/files/procedure-2-19-1.pdf

CONTACTS

Subject	Office	Telephone	Email/URL
Transfer credit questions	University Registrar office	740-351-3165	ssu_registrar@shawnee.edu https://www.shawnee.edu/admission-and-financial-aid/transfer-shawnee-state-university/transfer-credits