

Shawnee State University

PROCEDURE TITLE:	TRANSFER CREDIT
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RESPONSIBLE ADMINISTRATOR(S):	PROVOST
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APPROVED BY:	PRESIDENT

1.0 PURPOSE

This procedure sets forth the guidelines for the processing of undergraduate transfer credit under Board of Trustees Policy No. 2.19.

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 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 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 DETERMINING ACCREDITATION AND ORIGIN OF COURSE WORK

- 3.1 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.

- 3.1.1 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.
 - 3.1.2 Course work is not eligible for evaluation and the award of university transfer credit if it was completed at post-secondary institutions that do not hold accreditation by a university recognized body.
 - 3.1.3 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.
 - 3.2 Credit will be awarded for military experience and education programs, according to the provisions of the Ohio Articulation and Transfer Policy and recommendations of the American Council on Education (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).
- 4.0 AWARD OF UNDERGRADUATE CREDIT
- 4.1 Determining undergraduate level of course work
 - 4.1.1 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.
 - 4.1.2 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.
 - 4.1.3 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.
 - 4.2 Evaluating content
 - 4.2.1 Course work evaluated and deemed acceptable based on its content and comparability relative to Shawnee State curriculum will be awarded

university transfer credit consistent with the Ohio Articulation and Transfer Policy, this policy, and guidelines provided by instructional departments.

4.2.2 Course work completed at another institution that is determined to be equivalent to an undergraduate course in the Shawnee State course catalog will be assigned as an equivalency to the designated Shawnee State department and course number, and a specific number of transfer credits will be awarded (see subsection 4.3.2, below). Course equivalents are determined by instructional departments and awarded when the transfer course meets or exceeds 70% of the critical learning outcomes of the Shawnee State course.

4.2.3 Transfer credit will be designated as general credit when a course-specific equivalent is possible but cannot be readily determined upon initial review by the University Registrar's office. In such cases, the University Registrar's office will consult with the appropriate instructional department or General Education Program (GEP) Director as appropriate to determine if a Shawnee State course equivalent can be identified.

4.2.3.1 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.

4.2.4 Non-regionally accredited course work as outlined in Section 3.1.1 will be referred to the appropriate instructional department to review the course. If determined acceptable for the award of university transfer credit, the results will be appropriately reflected on the student's permanent university record.

4.3 Determining the semester hour equivalent value assigned

4.3.1 Shawnee 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.

4.3.2 If a Shawnee State course equivalent is awarded for a transferring course, the university will assign the credit hours granted by the transferring institution.

4.4 Determining satisfactory academic performance

4.4.1 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 “TC” or “TP” and grade point averages do not transfer to Shawnee State.

4.4.1.1 A course in which a grade of “C” or higher has been earned will be assigned the grade of “TC.”

4.4.1.2 A course in which a grade of “C-”, “D” or “D-” has been earned will be assigned the grade of “TP.”

4.4.1.3 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 at the discretion of the degree-awarding department/school.

4.4.1.4 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.

4.4.2 All transferrable credit will be posted to the student’s academic record upon acceptance and cannot be removed.

4.5 Timeline for review

4.5.1 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. 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.

5.0 AWARD OF GRADUATE CREDIT

5.1 A maximum of nine (9) semester hours of graduate work earned at other accredited graduate schools may be applied toward a graduate degree at SSU if approved by the Graduate Program Director in the area of application.

- 5.2 Only courses in which the student earned at least a B can be considered for graduate transfer credit.
- 5.3 Students must request credit for such transfer work at the time of their application for graduate admission.
 - 5.3.1 Transfer credit is awarded based on program area requirements.
 - 5.3.2 Official transcripts must be forwarded from the transferring institution and must be mailed directly to the Graduate School.
- 5.4 There may be extenuating circumstances that will allow for the transfer of additional credits from a program offering the same program curriculum. This will be handled individually and must be approved by the Program Director and the Associate Provost.
- 5.5 The grades of transferred courses are not posted to the Shawnee State transcript and are not used to calculate grade point averages.

6.0 ADDITIONAL WAYS STUDENT MAY OBTAIN CREDIT

- 6.1 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) may be eligible for university transfer credit. Official score reports must be sent directly to the University Registrar office for evaluation and award of examination credit.
- 6.2 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.

7.0 APPEALS

- 7.1 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.
- 7.2 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 at (ssu_registrar@shawnee.edu).
 - 7.2.1 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.

8.0 RESPONSIBILITIES

The positions and offices responsible for compliance with this procedure are set forth on the table below.

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: 6/27/2025

Resources and Additional Guidance

Ohio Articulation and Transfer Policy, <https://transfercredit.ohio.gov/educational-partners/educational-partner-initiatives/articulation-transfer-policy-policy>

Ohio Revised Code, <https://codes.ohio.gov/ohio-revised-code/chapter-3333>

Council for Higher Education Accreditation, <https://www.chea.org/>

Ohio Department of Higher Education Authorized Institutions,
<https://highered.ohio.gov/about/ohios-campus/independent-campus/campus-independent>

The ACE Military Guide, <https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Guide-Online.aspx>

United States Department of Education Database of Accredited Postsecondary Institutions and Programs, <https://www.ed.gov/accreditation>

College Source Transfer Evaluation System (TES), <https://tes.collegesource.com/>