

OWENS COMMUNITY COLLEGE
PROCEDURES

Transfer Credit Procedures

Board Policy No.: 3358:11-2-59

PROCEDURES

A. Acceptable Student Performance

A completed course with a passing performance level is eligible for the evaluation and potential award of transfer credit. A college course is not eligible for the evaluation of transfer credit if it was incomplete, audited, or one from which the student withdrew.

1. Passing Performance Level

- a. Course work taken fall term 2005 or later in which a grade of D- (D minus) or better has been earned is eligible to be evaluated and awarded college transfer credit.
- b. Course work taken prior to fall term 2005 in which a grade of C- (C minus) or better has been earned is eligible to be evaluated and awarded college transfer credit.
- c. Course work that has been awarded a non-standard passing grade (e.g. P/Pass; CR/Credit; S/Satisfactory) is eligible to be evaluated and awarded college transfer credit.

B. Criteria for Acceptability of Transfer Courses and Credit Hour Assignment

1. Level of Transfer Course Work

- a. College-level transfer credit is awarded based on the definition of the course from the originating institution of higher education.
- b. Developmental/remedial math and English are not college-level courses. These courses may be articulated for the use of course placement. Other non-college level courses, such as orientation and study skills courses, reading and note-taking courses, English as a Second Language (ESL), are not awarded college transfer credit.

2. Assigning Semester Hour Transfer Credit

- a. Semester hour values for transfer courses are based on the semester credit hours assigned by the originating institution and its appropriate conversion at Owens Community College.

3. Appeals for Transfer Credit Decisions

- a. A student who wishes to appeal a transfer credit decision must file a formal appeal through the Records Office and a response to the appeal will be made in a timely manner. The Credit by Transfer Appeal Form is available on the student portal.

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C. Transfer Course Evaluation

1. Collegiate Context

- a. Owens Community College evaluates and awards credit for college course work successfully completed at post-secondary institutions holding accreditation from or granted official candidacy status by any of the six regional accrediting associations.
- b. Separate procedures are maintained to evaluate and assign college transfer credit for course work from other non-U.S. institutions. A student with international transcripts must submit documents translated into the English language through an approved international credential evaluation service. Evaluation of this type of international course work is based on guidelines and directives provided by the academic departments. Transfer credit for acceptable course work will be reflected on the student's academic record.
 - i. The initial evaluation is conducted by the Records Office to determine whether or not the course is eligible for transfer credit. Acceptable course work is assigned transfer credit based on guidelines and directives provided by the academic departments.

2. Non-collegiate Context

- a. Formalized learning experiences/courses provided by agencies and organizations may be eligible for transfer credit evaluation.
- b. Formal learning experiences that have been identified, evaluated and recommended for credit by the American Council on Education will be evaluated within the context of the College's policy and procedures based on the nature, level, content and comparability of the course to Owens course offerings.
 - i. The initial evaluation is conducted by the Records Office to determine whether or not the course is eligible for transfer credit. Acceptable course work is assigned transfer credit based on guidelines and directives provided by the academic departments. Transfer credit for acceptable course work will be reflected on the student's permanent academic record.

D. Other Policies/Procedures/Forms for Cross Reference

1. Records Office - Credit by Transfer Appeal Form
2. 3358:11-2-22 Age of Coursework Policy and Procedures

These procedures conform to the [POLICY](#) amended by the Board of Trustees on May 3, 2017, and said policy has been filed with the State of Ohio Electronic Rule Filing with the policy effective date of May 29, 2017.