

3357:13-13-31 Transfer Credit Policy

- (A) The Ohio Department of Higher Education, following the directive of the Ohio General Assembly, has developed a statewide policy to facilitate movement of students and transfer credits from one Ohio public college or university to another. The purpose of the State Policy is to avoid duplication of course requirements and to enhance student mobility throughout Ohio's higher educational system. Since private colleges and universities in Ohio may or may not be participating in the transfer policy, students interested in transferring to a private institution are encouraged to check with the college or university of their choice regarding transfer agreements.
- (B) The Ohio Department of Higher Education Transfer and Articulation Policy established the Transfer Module concept. North Central State College's transfer module consists of 38 semester credit hours of coursework in English composition, mathematics, arts and humanities, social and behavioral sciences, and natural and physical sciences. Once a student completes the NC State transfer module in its entirety, with a "D" or better in each course, the entire module is guaranteed transferable to any state-supported college or university in Ohio in place of that institution's module. The student must, of course, meet the admissions criteria of the particular state-supported institution before the module can be transferred. Also, students may be required by the receiving institution to meet additional general education requirements beyond those included in the Transfer Module, so long as the same requirements apply to native students.
- (C) Students meeting the requirements of the Transfer Module are subject to the following conditions:
- (1) The policy encourages receiving institutions to give preferential consideration for admission to students who complete the Transfer Module with a "D" or better in each course and who have successfully completed altogether at least 38 semester credit hours. These students must have an overall grade-point average of 2.00 in Transfer Module courses to be given credit for the Transfer Module, and only courses in which a "D" or better has been earned will transfer.
 - (2) The policy encourages receiving institutions to admit, on a non-preferential consideration basis, students who complete the Transfer Module with a grade of "D" or better in each course and who have successfully completed altogether less than 38 semester credit hours. These students will be able to transfer all courses in which they received a grade of "D" or better.
- (D) Individuals requesting international credential evaluations shall be referred to a College-specific list of professional credit evaluation services. The expertise and reliability of a professional evaluation report is recognized worldwide and will provide the student and the College with consistent and valid credit evaluations. The cost for this service will be paid by the student.
- (E) Admission to a given institution, however, does not guarantee that a transfer student will be automatically admitted to all majors, minors, or fields of concentration at that institution.

Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as all other students. Furthermore, transfer students shall be accorded the same class standing and other privileges as all other students on the basis of the number of credits earned. All graduation requirements must be successfully completed at the receiving institution prior to the granting of a degree. Please see Graduation Requirements Procedures 13-011 for residency requirements of the specific degree or certificate being pursued.

- (F) In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer. Furthermore, students should determine if there are any special course requirements that can be met during their time at North Central State College. This will enable students to plan and pursue a course of study that will articulate with the receiving institution's major. Students are encouraged to seek further information regarding transfer from both the college academic liaisons and the college or university to which they plan to transfer.
- (G) For students transferring to North Central State College, the College has an appeals process for the use of any student who disagrees with the amount of transfer credit he/she has been given by the College. Details about this procedure and the steps involved in filing an appeal are available to students upon request in the Office of the Chief Academic Officer (every other state-supported college or university in Ohio is also required to have such an appeals process regarding transfer credit decisions). If a transfer student's appeal is denied by the institution after all appeal levels within the institution have been exhausted, the student can appeal to the Ohio Department of Higher Education.
- (H) After a student exhausts the appeals process at the receiving institution and chooses to pursue further action, the Ohio Department of Higher Education (ODHE) responds to formal written complaints related to the Ohio Articulation and Transfer Policy against public, independent non-profit, and proprietary institutions of higher education in Ohio. While the ODHE has limited authority over colleges and universities and cannot offer legal advice or initiate civil court cases, staff will review written complaints submitted through its established process and work with student complainants and institutions. Procedures for submitting a complaint are available at the following reference link: <https://www.ohiohighered.org/students/complaints>

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