

Policy Statement

Students who have earned college credit at another college or university before attending Terra State Community College (TSCC) may be eligible for transfer credit.

Policy Details

An official evaluation of the transfer credit will be completed by the Student Records Office using institutional course evaluation policies after the student has been admitted to Terra State Community College and has submitted official transcripts from all previously attended post-secondary institutions. An official transcript contains the signature of the Registrar, the date issued, and an embossed seal.

Official transcripts must be electronically sent through a secure system to the Student Records Office from the issuing institution or mailed directly from the issuing institution to the Registrar at Terra State Community College. Transcripts received through other means (i.e. sealed & signed envelope) will be reviewed for acceptance by the Registrar (or designee) to determine its official status.

Acceptance of Credit

Transfer credit is granted for college-level classes and some technical courses earned at regionally accredited institutions, as defined by the [U.S. Department of Education Database of Accredited Postsecondary Institutions and Programs](#) or [CHEA \(Council for Higher Education Accreditation\)](#) for which students receive a passing grade as defined by the academic departments.

Transfer credit will be accepted for successfully completed college-level courses completed in and after fall 2005 from Ohio state-assisted institutions of higher education. (See [Ohio Articulation and Transfer Policy](#), Appendix E: Transfer of Courses with a Passing Grade Policy). Pass/fail courses, credit by examination courses, experiential learning courses, and other nontraditional credit courses that meet these conditions will also be accepted and posted to the student record. *See process below: Evaluation of Transfer Credit.*

Acceptance of credit is a decision process performed by the receiving institution to determine which credit it will post to the student's official academic record (i.e., the transcript).

Acceptance of transfer credit should not be confused with the application of credit to a specific program or degree. For example, a course may be transferred as a Mathematics elective, but may not be applied to a specific degree if it is not the required mathematics course. Credit for successfully completed college-level learning shall be accepted as specified in this Policy. Three standards have offered useful guidance in the past:

- 1) The course is not remedial or developmental,
- 2) the course carries one or more credit hours, and
- 3) the credit hours of the course are eligible to count toward graduation at the sending and receiving institutions or should otherwise appear on the student's official academic record according to this Policy.

Transfer courses with the letter grade of 'D' may receive credit from a State of Ohio institution if the class was taken beginning fall 2005. Terra State DOES NOT transfer No Credit (NC), Withdraw (W), Passing "No" Points (PNP), Failure (F), Satisfactory/Unsatisfactory (S/U), or Repeat-Not Counted courses on any transcript. Terra State does not transfer in courses that are below college-level credit, and in most cases does not transfer courses with 0 quality points.

In order to provide students with certainty in the transfer process, students who receive Pass (or credit) for a course taken during the Spring and Summer 2020 terms, due to the COVID-19 Pandemic, will be guaranteed to receive transfer credit and have that credit applied as if it were a letter grade according to current OATN policy. (See [Ohio Articulation and Transfer Policy](#), Appendix Z: Articulation and Transfer Policy Updates Due to COVID-19).

Following the evaluation of a student transcript from another institution, the receiving institution will provide the student with a Statement of Transfer and Articulated Credit Applicability (Degree Audit Report).

Military Students

Terra State Community College recognizes the value of military training and experience and accepts the American Council on Education (ACE) recommendations for credit. There is no charge for the evaluation of military experience credits. In order to receive credit for military training, a Veteran must request an official transcript be sent to the Student Records Office.

- Transcripts from the Army, Coast Guard, Marine Corps, and Navy are available at jst@doded.mil.
- Air Force and Space Force transcripts are available at www.au.af.mil/au/ccaf/transcripts.

Terra State automatically awards credit for the following to Veterans and Service Members upon review of official military documentation based on the completion rubric below.

- HPE1000 – completion of Basic Training/Boot Camp
- HPE1020 – completion of a military Combat Lifesaver course, or similar
- GEN1000 – completed a tour of duty in the military with the successful completion of military occupational specialty (MOS) training

Please see Prior Learning Assessment Policy for more information.

International Students

Official high school transcripts indicating a graduation date or certification of a diploma are required before acceptance. All documents submitted to Terra State must be translated into the English language if the original language used is not English. If an international student has previously attended a college or university, an official copy of those transcripts must be submitted as well. Students transferring from an international institution must have their transcripts evaluated by an evaluation service provider on one of the following websites: www.naces.org, www.ece.org or www.asha.org. Please contact the TSCC Principal Designated School Official (PDSO) at academicservicecenter@terra.edu for guidance and additional details.

Please see International Student Policy for further information.

Reverse Transfer

The reverse transfer program allows students who transfer from Terra State to another institution, prior to completing their program of study, the opportunity to earn their certificate or associate degree. Reverse transfer is the process of transferring credits (coursework) from your current institution back to Terra State for application toward a certificate or degree. To be eligible for reverse transfer you must have earned a minimum 2.0 GPA in both Overall and Technical coursework, and 1/4 of the credit hours required for the certificate or degree during your time at Terra State. The Ohio Department of Higher Education refers to reverse transfer as Credit When It's Due (CWID). More information can be found by selecting "Credit When It's Due" at <https://transfercredit.ohio.gov>.

Please contact Recordsdept@terra.edu for further information.

Transfer Evaluation Appeals

A student disagreeing with the application of transfer and/or articulated credit by the receiving institution must file his/her appeal in writing within ninety (90) days of receipt of the Statement of Transfer and Articulated Credit Applicability. The institution shall respond to the appeal within thirty (30) days of the receipt of the appeal at each appeal level. Appeals may be sent to recordsdept@terra.edu.

Student Complaints Following Transfer Appeals at the Receiving Institution

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 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

Receipt of Transcripts

1. Students need to request official transcripts from all previously attended institutions.
2. Official transcripts should be sent to the **Student Records Office** at Terra State Community College.
 - a. Must be electronically sent through a secure system from the issuing institution.
 - b. Mailed directly from the issuing institution to:

Student Records Office
Terra State Community College
2830 Napoleon Road
Fremont, Ohio 43420
 - c. Transcripts received through other means (i.e. sealed & signed envelope) may be reviewed for acceptance by the Registrar (or designee) to determine its official status.
3. Unofficial transcripts will not be awarded credit and cannot be used to fulfill prerequisite or degree requirements. They may however be used in creating a tentative academic plan for the student.

Processing Official Transcripts

1. Received transcripts will be matched to a student in the Student Information System (SIS).
 - a. Students must have applied to the college to be matched in the SIS.
 - b. If a student cannot be matched to the transcript the evaluator will
 - i. email admissions and Human Resources to see if they can identify the student.
 - ii. check for the possibility of Credit When It's Due (CWID) or Military CWID.
 - iii. store the transcript digitally to be held until a match can be made.
2. Evaluator will verify the sending institution is regionally accredited as defined by the [U.S. Department of Education Database of Accredited Postsecondary Institutions and Programs](#) or [CHEA \(Council for Higher Education Accreditation\)](#)
 - a. Transfer credit will not be directly accepted from non-accredited institutions. Please reference the Prior Learning Assessment Policy for additional options.
 - b. The student and advisor will be notified by email.

Evaluation of Transfer Credit

1. *Transferology* is the primary source for equivalency verification.
 - a. Previously accepted transfer courses are available in [Transferology](#). This includes, but is not limited to, courses approved by the State of Ohio for transfer between Ohio Institutions. An up to date list is available at:
 - i. Transfer Assurance Guide (TAG) Course Reporting System
 - ii. Ohio Transfer 36 Course Reporting System
 - iii. Career Technical Assurance Guide (CTAG) Course Reporting System
 - iv. Industry-Recognized Credential Assurance Guide (ITAG) Course Reporting System
 - v. Advanced Placement (AP) Course Reporting System
 - b. Students may go to [transferology.com](#) and create a free account.
2. Equivalencies not found in Transferology will be evaluated on a course-by-course basis.
 - a. A direct transfer it will be entered as its equivalent course.
 - b. Courses approved by the State of Ohio at the sending institution as Ohio Transfer 36 (OT36) will be entered under the closest appropriate discipline with a 1991 (freshman level course) or 2991 (sophomore level course).

- c. Courses not approved by the State of Ohio at the sending institution as Ohio Transfer 36 (OT36) will be entered under the closest appropriate discipline with a 1990 (freshman level course) or 2990 (sophomore level course).
- d. Non-transferable courses
 - i. Courses with 0 quality points.
 - ii. Courses below college level credit (i.e. remedial).
 - iii. Independent Study courses.
 - iv. Courses marked as No Credit (NC), Withdraw (W), Passing "No" Points (PNP), Failure (F), Satisfactory/Unsatisfactory (S/U), or Repeat-Not Counted.
- e. Academic term must be verified: was the institution on Semesters or Quarters when course was completed?
 - i. Semesters - use the same number of credit hours as posted.
 - ii. Quarters - use 2/3 as a conversion rate to equal semester hours (i.e. 3 quarter hours = 2 semester hours)
 - iii. The course cannot be a direct transfer if hours do not equal; it cannot be transferred in and should be marked accordingly on transcript.
- f. The Joint Services Transcripts (JST) and corresponding transfer credit will be evaluated by a Certifying Official.
 - i. Transcripts are evaluated using the Military Guide found at www.acenet.edu.
 - ii. Some Military Occupational Specialties may be in Transferology. Many are not due to the more than 10,000 different specialties available, and multiple training versions available.

Entry and Final Processing

1. Transferrable courses, as identified in the Evaluation of Transfer Credit process will be added to the student's electronic record.
 - a. A prefix of "T" is used to identify grades for transfer courses. (i.e. TA is awarded when the student earned an "A" at the sending institution)
 - b. Other grades may consist of TS/TR – Transferred with no grade available (typically used for Covid terms).
2. A pdf copy of the evaluated transcript will be attached to the student's electronic record.
3. The student and advisor will be notified by email.

Resources

Documentation

- Ohio Department of Education – <https://ope.ed.gov>
- Council for Higher Education Accreditation (CHEA) – <https://www.chea.org/state-licensed-or-authorized-institutions>
- Transfer Credit Ohio – <https://transfercredit.ohio.gov/educational-partners/educational-partner-initiatives/articulation-transfer-policy-policy>

Definitions

| Term | Definition |
|-------------|--|
| <i>PDSO</i> | Principal Designated School Official |
| <i>CWID</i> | Credit When It's Due - (aka reverse transfer) transferring courses back to a prior attended institution to be awarded a degree or certificate. |
| <i>CTAG</i> | Career-Technical Articulation Guide - approved course/program offered by Ohio's adult and secondary career-technical institutions and public institutions of higher education. |
| <i>MTAG</i> | Military Transfer Assurance Guide - assigned to each approved military training, experience, and coursework. |

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| <i>TAG</i> | Transfer Assurance Guide – approved course that are guaranteed to transfer and apply to degree or program requirements. |
| <i>No Credit (NC)</i> | Courses taken that do not receive a grade, nor do they calculate into the GPA calculations. (aka Audit) |
| <i>Withdraw (W)</i> | A withdrawn course remains on the transcript. Typically assigned a “W” grade that doesn’t affect the student’s GPA. |
| <i>Passing No Points (PNP)</i> | Courses awarded a passing grade that doesn’t affect the student's GPA. |
| <i>Failure (F)</i> | Unsuccessful completion of a course. Affects the student’s GPA. |
| <i>Satisfactory/Unsatisfactory (S/U)</i> | Courses designed not awarded a letter grade affecting GPA. Remedial classes typically fall in this category. (aka Pass/Fail) |
| <i>Repeat/Not Counted</i> | Courses that are repeated where the original grade is “Not Counted” into the GPA. The “Counted” class may be transferred. |
| <i>Quality Points</i> | Quality points are determined by multiplying the course credits by the numerical value of the assigned grade. For example, a 3-credit course completed with a grade of C (2 points) would carry 6 quality points. [3 credits x 2 points = 6 quality points] |
| <i>OT36</i> | (Formerly OTM) – approved courses that are typically general education courses that can transfer from one state institution to another. |
| <i>Transfer Credit</i> | The policies and procedures used to determine the extent to which educational experiences or courses undertaken by a student while attending another institution may be counted for credit at the current institution. |
| <i>Articulated Credit</i> | post-secondary credit that is reflected on the official record of a student at an institution of higher education only upon enrollment at that institution after graduation from a secondary school. |
| <i>Reverse Transfer</i> | Reverse transfer is the process of transferring credits (coursework) from your current institution back to Terra State for application toward a certificate or degree. |

Approval History

| <i>Date</i> | Policy/Procedure or Entire Document | Notes (Types of Actions) | **Approved by |
|-------------------|--|--------------------------|----------------------------------|
| <i>12/8/2022</i> | Entire Document | New/created | Eric Steinberger |
| <i>02/23/2023</i> | Entire Document | CASA Approval with edits | William Taylor, CASA Co-Chair |

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