

TRANSFER APPLICANTS

An applicant who has graduated from high school and was enrolled in another college or university for at least one course during the fall semester following high school graduation is classified as a transfer applicant. This classification includes post-baccalaureate applicants from other institutions seeking additional undergraduate coursework.

The Ohio Department of Higher Education in 1990, following a directive of the 119th Ohio General Assembly, developed the Ohio Articulation and Transfer Policy to facilitate students' ability to transfer credits from one Ohio public college or university to another in order to avoid duplication of course requirements. A subsequent policy review and recommendations produced by the Articulation and Transfer Advisory Council in 2004, together with mandates from the 125th Ohio General Assembly in the form of Amended Substitute House Bill 95, have prompted improvements of the original policy. While all state-assisted colleges and universities are required to follow the Ohio Articulation and Transfer Policy, independent colleges and universities in Ohio may or may not participate in the transfer policy. Therefore, students interested in transferring to independent institutions are encouraged to check with the college or university of their choice regarding transfer agreements. In support of improved articulation and transfer processes, the Ohio Department of Higher Education (ODHE) has established a transfer clearinghouse to receive, annotate, and convey transcripts among state-assisted colleges and universities. This system is designed to provide standardized information and help colleges and universities reduce undesirable variability in the transfer credit evaluation process.

ODHE Ohio Transfer 36

The Ohio Department of Higher Education's Transfer and Articulation Policy established the Ohio Transfer 36, which is a subset or entire set of a college or university's general education curriculum in AA, AS, and baccalaureate degree programs. Students in applied associate degree programs may complete some individual general education courses within their degree program or continue beyond the degree program to complete the entire Ohio Transfer 36. The Ohio Transfer 36 contains 36-40 semester or 54-60 quarter hours of course credit in:

- English composition (minimum of 3 semester or 5 quarter hours)
- Mathematics, statistics, and formal/symbolic logic (minimum of 3 semester or 3 quarter hours)
- Arts/humanities (minimum of 6 semester or 9 quarter hours)
- Social and behavioral sciences (minimum of 6 semester or 9 quarter hours)
- Natural Science (minimum of 6 semester or 9 quarter hours)
- Oral communication and interdisciplinary areas may be included as additional options to satisfy Ohio Transfer 36 requirements
- Additional elective hours from among these areas make up the total hours for a completed Ohio Transfer 36

Courses for the Ohio Transfer 36 should be lower-division level general education courses commonly completed in the first two years of a student's course of study. Each state-assisted university, technical, and community college is required to establish and maintain an approved Ohio Transfer 36.

Ohio Transfer 36 course(s) or the full Ohio Transfer 36 completed at one college or university will automatically meet the requirements of individual general education course(s) or the full Ohio Transfer 36 at another college or university once the student is admitted. Students may be required, however, to meet additional general education requirements at the institution to which they transfer. For example, a student who completes the Ohio Transfer 36 at Institution S (sending institution) and then transfers to Institution R (receiving institution) is said to have completed the Ohio Transfer 36 portion of Institution R's general education program. Institution R, however, may

have general education courses that go beyond its Ohio Transfer 36. State policy initially required that all courses in the Ohio Transfer 36 be completed to receive its benefit in transfer. However, subsequent policy revisions have extended this benefit to the completion of individual Ohio Transfer 36 courses on a course-by-course basis.

ODHE Conditions for Transfer Admission

- Ohio residents with associate degrees from state-assisted institutions and a completed, approved Ohio Transfer 36 shall be admitted to any state institution of higher education in Ohio, provided their cumulative grade point average is at least 2.0 for all previous college-level courses. Further, these students shall have admission priority over out-of-state associate degree graduates and transfer students.
- When students have earned associate degrees but have not completed the Ohio Transfer 36, they will be eligible for preferential consideration for admission as transfer students if they have grade point averages of at least a 2.0 for all previous college-level courses.
- In order to encourage completion of the baccalaureate degree, students who are not enrolled in an AA or AS degree program but have earned 60 semester or 90 quarter hours or more of credit toward a baccalaureate degree with a grade point average of at least a 2.0 for all previous college-level courses will be eligible for preferential consideration for admission as transfer students.
- Students who have not earned an AA or AS degree or who have not earned 60 semester or 90 quarter hours of credit with a grade point average of at least a 2.0 for all previous college-level courses are eligible for admission as transfer students on a competitive basis.
- Incoming transfer students admitted to a college or university shall compete for admission to selective programs, majors, and units on an equal basis with students native to the receiving institution.

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 the institution. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as native students. Furthermore, transfer students shall be accorded the same class standing and other privileges as native students on the basis of the number of credits earned. All residency requirements must be completed at the receiving institution.

ACCEPTANCE OF TRANSFER CREDIT

To recognize courses appropriately and provide equity in the treatment of incoming transfer students and students native to the receiving institution, transfer credit will be accepted for all successfully completed college-level courses from regionally accredited colleges and universities. Students who successfully complete AA or AS degrees with a 2.0 or better overall grade point average would also receive credit for all college-level courses they have passed. (See Ohio Articulation and Transfer Policy, Definition of Passing Grade, Appendix D on the ODHE website.) While this reflects the baseline policy requirement, individual institutions may set equitable institutional policies that are more accepting. 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 information for Transfer Students for related documents.

Transfer Assurance Guides

Transfer Assurance Guides (TAGs) comprise of Ohio Transfer 36 courses and additional courses required for an academic major. A TAG is an advising tool to assist Ohio university and community and technical college students planning specific majors to make course selections that will ensure comparable, compatible, and equivalent learning experiences across the state's higher-education system. A number of area-specific TAG pathways in the arts, humanities, business, communication, education, health, mathematics, science, engineering, engineering technologies, and the social sciences have

been developed by faculty teams. TAGs empower students to make informed course selection decisions and plans for their future transfer. Advisors at the institution to which a student wishes to transfer should also be consulted during the transfer process. Students may elect to complete the full TAG or any subset of courses from the TAG. Because of specific major requirements, early identification of a student's intended major is encouraged. TAG courses count toward the major without adding to the overall total of credits in the particular major.

Students should also check with their department about which courses have received approval from ODHE as part of the Transfer Assurance Guides program. Only those courses that have received such approval can be guaranteed transfer credit as part of the major. Students may also check with the ODHE TAG website.

Transferring to YSU **TRANSFER CREDIT**

Transfer credit is given for all coursework taken at a regionally accredited institution, provided that the student has a cumulative grade point average equivalent to 2.0 (on a 4.0 system). Cumulative gpa includes work from all previous institutions. Earned credits transferring into YSU will apply to one of three areas including general education, major coursework, or elective credit. Developmental/remedial courses do not apply toward any degree at YSU. YSU accepts a "D" grade on the same basis as the rules governing native students. For example, a "D" grade might not satisfy a prerequisite for which a higher grade is needed.

Courses from non-regionally accredited institutions may be accepted on a case-by-case basis due to ODHE policy. Credit will not be blanketly posted to the student's file, but a student may request that courses earned at such institutions be reviewed and evaluated to determine if the course can be accepted and applied to the student's program of study. Courses may not be evaluated from certain non-regionally accredited institutions if a student applied for loan forgiveness through the U.S. Department of Education. Any courses reviewed will go through the same process as those from regionally accredited institutions, which may require the student to provide additional information on each reviewed course (e.g. course description, syllabus, etc). All approved courses must be a minimum of 1 credit and cannot be developmental. Please refer to the full Ohio Department of Higher Education policy.

Conditions for transfer admission to the University are in line with ODHE rules and regulations (see above). Per ODHE policy, the University recognizes the associate degree as preliminary to the baccalaureate and admits advanced-standing students possessing the associate degree from a regionally accredited institution. Transfer credit is granted for all work successfully completed from the associate degree. Admission to the University does not guarantee that a transfer student will be automatically admitted to all majors, minors, or fields of concentration. Some programs within the University have separate admission standards that must be met before a student may enroll in that particular program. Please consult the appropriate college or department for information on restricted program admissions. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements, class standing, and other privileges as all other native students.

Transfer applicants who are in good standing at the last institution attended and who have a cumulative grade point average of 2.0 or higher (on a 4.0 system) for all previous college-level courses are admitted in good standing. Transfer applicants with a cumulative grade point average of less than 2.0 or who are on probation, may be considered on a case by case basis. Applicants suspended or dismissed from their most recent institutions are not eligible for admission until at least one semester (excluding summer) has passed following the term in which the suspension occurred. Transfer students with multiple suspensions or dismissals may not be eligible for admission. See the reinstatement policy for YSU students in the *Undergraduate Catalog*.

Consistent with undergraduate academic policy, failure to maintain a grade point average of 2.0 or higher (on a 4.0 system) during the probationary semester will result in academic suspension.

The university is continuing the process of examining all courses from surrounding collegiate institutions. The Office of Degree Audit along with the department chairs and the coordinator of General Education work with the Office of Admissions to identify courses that equate or courses that could count toward a major or general education credit. The appropriate school or college and/or department and/or coordinator of general education in accordance with policies governing the fulfillment of degree requirements will determine distribution of any accepted course work.

CREDENTIALS FOR TRANSFER STUDENTS

Official transcripts may be sent directly from the issuing institution to the YSU Office of Admissions or can be delivered in person in a sealed and stamped envelope. The Ohio Department of Higher Education has established a transfer clearinghouse to receive, annotate, and convey transcripts among state-assisted colleges and universities. Official transcripts may also be sent electronically through a secured provider (e.g. Parchment, TranscriptsPlus/Credentials Inc., National Student Clearinghouse, etc.)

PRE-BACCALAUREATE

All transfer applicants are required to submit all undergraduate transcripts from regionally accredited colleges and universities attended. Official high school transcripts are also required to be submitted unless a student has earned an associate degree. All transcripts should be sent to YSU's Office of Admissions.

POST-BACCALAUREATE

Post-baccalaureate applicants are required to submit all undergraduate transcripts from regionally accredited colleges and universities attended. High school transcripts are not required unless specifically requested by YSU.

PRIOR LEARNING ASSESSMENT CREDIT

Prior Learning Assessment (PLA) is an option that enables students to demonstrate what they have learned outside the classroom and translate that learning into college credit. Prior Learning Assessment validates learning acquired through corporate training programs, extensive volunteer activity, military service, workplace experience, civic engagement, individual readings and studies, training sponsored by professional organizations, and training sponsored by governmental agencies. Credit is awarded for college-level learning (knowledge, skills, and competencies) that students have obtained as a result of their prior learning experiences.

Students must demonstrate their mastery of the knowledge in a subject area in order to earn college credit. Prior learning can be verified by:

- Performance on standardized tests or department challenge exams
- Creation and evaluation of a portfolio
- Demonstration of military service learning

For more information regarding PLA credit and guidelines, please see the Prior Learning Assessment website.

GENERAL EDUCATION AND THE Ohio TRANSFER 36

- a. Per the articulation and Ohio Transfer 36 guidelines developed by the Ohio Department of Higher Education, any student transferring to YSU with a completed Ohio Transfer 36 from another Ohio public institution of higher learning will receive credit for all hours (36-40 semester hours; 54-60 quarter hours) contained within the Ohio Transfer 36. Furthermore, the Ohio Transfer 36 portion of YSU's General Education Requirements will be judged to be completed.
- b. Students transferring into YSU with the Ohio Transfer 36 completed at another institution will have all general education courses completed with the exception of the capstone course (3 semester hours). Students may find a list of approved capstone courses on the General Education website

(<http://catalog.yсу.edu/undergraduate/general-information/academic-policies-procedures/general-education-requirements/>).

- c. For those students who have not completed the Ohio Transfer 36 at another school, ODHE has guaranteed that any approved Ohio Transfer 36 course taken at one institution must receive general education credit at the receiving institution. YSU has also determined that courses beyond the Ohio Transfer 36 list may satisfy general education requirements. The Office of Degree Audit will process equates between the transferred and YSU courses. The General Education Committee will determine which courses being transferred fit within the YSU general education model. The student will then be advised as to how many courses in each domain must be taken to satisfy the general education requirements at this university. Each student must complete a capstone course at Youngstown State University.

TRANSFER FROM A REGIONALLY ACCREDITED INSTITUTION-ARTICULATION AGREEMENTS

YSU also has a number of articulation agreements with colleges in Ohio and western Pennsylvania. Through these agreements a maximum number of credits from the associate-degree-granting institution will be applied toward a bachelor's degree program at YSU. Associate-degree holders meeting that criterion will, in most cases, be admitted with junior standing at Youngstown State and entitled to all the rights and privileges of native junior students, including eligibility for financial aid and priority in registration. Please refer to the Degree Audit website for more information and for a current list of articulation agreements.

The University also has articulation agreements with many career and technical centers to award college credit for various courses. For a complete list of these agreements, refer to the Degree Audit website under Partnership Program Information 2 and 4 Year Agreements with other Institutions.

Articulation agreements are pending with several other institutions in the region. Applicants who have not completed an associate program are considered on the same basis as other transfer applicants.

Transferring From YSU

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. Students should use the Ohio Transfer 36 (see below), Transfer Assurance Guides, and the Transferology system for guidance in planning the transfer process. 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 language requirements or any special course requirements that can be met during the freshman or sophomore year. 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 the college or university to which they plan to transfer.

YSU Ohio Transfer 36

Based on ODHE guidelines, students wishing to transfer to another state college or university can complete the Ohio Transfer 36 by taking the following general education courses:

- English 1550 Writing I, English 1551 Writing II (6 semester hours)
- Mathematics, statistics, and logic (3 semester hours)
- Oral Communications (3 semester hours)
- Natural Science (must include one laboratory science, minimum of 7 semester hours)
- Arts and Humanities (minimum of 6 semester hours)
- Social Science (minimum of 6 semester hours)

- Additional approved general education courses to meet a minimum of 36 total semester hours typically based on student's academic interest.

It is recommended that students take a minimum of six of the hours from Natural Science, Arts and Humanities, or Social Science from courses that are cross-listed as Social and Personal Awareness. In doing so, a student can still complete YSU's General Education Requirements in a timely manner should that student choose not to transfer.

No course may count unless it is on the 1500 or 2600 level. The student must take the minimum credits in each category and at least 36 credits overall to complete the Ohio Transfer 36. However, each course approved as part of a university's Ohio Transfer 36 is guaranteed credit at another state institution as a general education course.

Students planning to transfer from YSU should refer to the *Undergraduate Catalog* (General Education Courses by Knowledge Domain) for a list of general education courses approved as part of the Ohio Transfer 36. Only those courses footnoted will receive general education credit. This information will also be available on the General Education website, which is linked to the YSU homepage.

Credit from Professional Schools

Students at YSU wishing to enter professional schools with the option of completing their baccalaureate degree in absentia may do so with the completion of at least 94 semester hours of coursework, which must include the following:

- All general University requirements
- Completion of major
- Completion of minor (if required)
- 54 s.h. of upper-division coursework (3700-4800-Level)

The University will accept the completion of not more than 30 semester hours from any professional school granting any of the degrees listed below and approved by the accrediting agency of that profession, provided that the student has been accepted for further study at the professional school. The student may thus secure the baccalaureate degree after three to three-and-a-half years in the University followed by approximately a year in the professional school. The relevant professional degrees are:

- Doctor of Dental Surgery or equivalent
- Doctor of Medicine
- Doctor of Osteopathy
- Doctor of Podiatry
- Doctor of Veterinary Medicine
- Doctor of Jurisprudence or equivalent
- Doctor of Ministry or equivalent
- Bachelor of Divinity or equivalent

Advanced Placement (AP)

The state of Ohio, working through the University System of Ohio, has initiated policies to facilitate the ease of transition from high school to college as well as between and among Ohio's public colleges and universities.

Beginning in the fall term 2009:

- a. Students obtaining an Advanced Placement (AP) exam score of 3 or above will be awarded the aligned course(s) and credits for the AP exam area(s) successfully completed.
- b. General education courses and credits received will be applied towards graduation and will satisfy a general education requirement if the course(s) to which the AP area is equivalent fulfill a requirement.
- c. If an equivalent course is not available for the AP exam area completed, elective or area credit will be awarded in the appropriate academic

discipline and will be applied towards graduation where such elective credit options exist within the academic major.

- d. Additional courses or credits may be available when a score of 4 or 5 is obtained. Award of credit for higher score values varies depending on the institution and academic discipline.
- e. In academic disciplines containing highly dependent sequences (mathematics, sciences, etc.), students are strongly advised to confer with the college/university advising staff to ensure they have the appropriate foundation to be successful in advanced coursework within the sequence.

CLEP (College Level Placement Test), Departmental Credit By Exam

- a. Students may not take a CLEP test, department challenge exam, or other credit by exam opportunity for any course in which they are currently enrolled or have been previously enrolled and earned an evaluative grade.
- b. Students who have already received credit for coursework for a subject in which the courses are sequential may not receive academic credit by means of CLEP, department challenge exam, or other credit by exam opportunity for an earlier prerequisite course.
- c. Students pursuing a baccalaureate degree may earn up to a maximum total of 30 semester hours via credit by exam; an associate degree may earn a maximum total of 15 semester hours via credit by exam.

Appeals

A student who disagrees with the award of transfer credit by the receiving institution has the right to appeal the decision and should contact the Office of Degree Audit to begin the process. The institution will make the student aware of the entire appeal process at the time of contact. You can also visit the Appeal website for an explanation of the process.