

OWENS COMMUNITY COLLEGE
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Transfer and Prior Learning Assessment Procedures

(3358:11-2-57)

PROCEDURES:

I. Background

Owens Community College has established a transfer credit and prior learning assessment policy which is consistent with the requirements and guidelines of the *Ohio Articulation and Transfer Policy of the Ohio Board of Regents*. The statewide policy is designed to assure transfer student mobility from one institution of higher education to another, assure maximum utilization of prior learning, and encourage students to advance and achieve their educational goals.

Transfer mobility is facilitated at Owens Community College through the Transfer and Prior Learning Assessment Policy for evaluation of both **transfer courses** and **other types of learning experiences** (Evaluation by Examination, Experiential Learning, and Military Education Program Evaluation).

A. Important tenets include:

- 1) The evaluation and eligibility for awarding transfer credit for successfully completed, college-level courses from institutions of higher education which are accredited by the North Central Association of Colleges and Schools Higher Learning Commission or other regional accrediting commissions or associations which have been recognized by the Council on Higher Education Accreditation (CHEA).
- 2) The award of academic credit based on previous academic, employment, and/or other learning experiences not earned in a traditional classroom setting.
- 3) The policy supports the equitable treatment of native and transfer students, and ensures that students will not be required to repeat course work completed at an acceptable level of performance at a previously attended institution.
- 4) The transfer assurance guides and universal course equivalency system guide the discipline-specific and transfer credit articulation procedures of this policy.
- 5) The College distinguishes between the acceptance of College transfer credit and credit applied to degree requirements within a specified program. General acceptance of transfer courses for the awarding of College transfer credit does not infer that all transfer credit is fully applicable toward degree requirements and the policy does not override any program-specific admission or graduation standards.

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II. Transferring Course Work

In order for a student to receive the results of a transfer credit evaluation, he/she must complete an Owens Community College admissions application, be accepted to the College, and provide the appropriate and required documents consistent with those outlined within these procedures. Credits awarded as a result of transfer evaluation do not apply toward the college residency requirements.

Two processes exist for transfer credit evaluation and the award of transfer credit: (a) transfer course evaluation process for course-by-course, transfer module courses, courses that meet degree requirements; and (b) transfer evaluation of non-traditional learning experiences process for non-formalized methods of education.

A. 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. The College also evaluates and awards credit for college course work successfully completed at post-secondary institutions holding national or professional accreditation from an association recognized by the Council for Higher Education Accreditation (CHEA).
- c. Course work offered at collegiate institutions that do not hold national, regional or professional accreditation will not be eligible for evaluation and the award of transfer credit.
- d. 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.

2. Non-collegiate Context

- a. Formalized learning experiences/courses provided by agencies and organizations (e.g. Armed Forces, Corporations) 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 this policy based on the nature, level, content and comparability of the course to Owens course offerings.
- c. 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.

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B. Acceptable Student Performance

Acceptable student performance is guided by the [Ohio Articulation and Transfer Policy \(Section III-D\)](#). 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 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 ([Section III-D-2](#)).
- b. Course work taken prior to fall 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.
- d. Credit earned in a course that is both part of a sequence of courses and a prerequisite to a course in which a transferable grade is earned is eligible for evaluation and the award of College transfer credit.
- e. College transfer credit will be awarded if the passed course is within a program of study for which the student was awarded an Associate of Arts or an Associate of Science degree by a regionally accredited institution.
- f. A continuing Owens student who takes a course at another institution of higher education, while away on an internship, externship, co-op or on vacation, is eligible to transfer that course back to Owens if he/she earned a grade of D- (D minus) or higher ([Section III-D-5](#)).

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

1. Originating Source of Transfer Course Work

- a. Evaluation and award of College transfer credit for course work originating at any institution of higher education within the United States or originating from an institution of higher education outside of the United States, but affiliated with a U.S. institution that holds a regional accreditation will be based on an official transcript from the institution that offered the course work and which conferred the course credit.
- b. Separate procedures are maintained to evaluate and assign College transfer credit for course work from other non-U.S. institutions. Students with international transcripts submit documents translated into the English language through an approved International Credential Evaluation service such as World Education Services (www.wes.org). 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 permanent academic record.

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2. 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 and 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.

3. Type of Transfer Course Work

- a. Basic and General Education courses are evaluated and transfer credit awarded as appropriate to the College and degree-program standards. These include courses identified in the transfer module approved by the Ohio Board of Regents, as well as individual courses completed at another acceptable institution of higher education.
- b. Technical courses are evaluated and credit awarded based on whether or not they meet the requirements of specified degree-program requirements. Others (e.g. cosmetology courses) may not meet the technical content requirements of any Owens degree-program and College transfer credit would then not be awarded.
- c. Continuing Education, according to the International Association for Continuing Education and Training is relegated for non-credit education programs. Course work assigned a CEU credit is not eligible for evaluation in the transfer process and College transfer credit cannot be awarded.

4. Assigning Semester Hour Transfer Credit

- a. Semester hour values for transfer courses are based on the quarter and/or semester credit hours assigned by the originating institution and its appropriate conversion at Owens Community College (Quarter hours are multiplied by .667 to convert them to semester hours).

D. Evaluation of Non-Traditional Learning Experiences from Another Institution

Owens Community College recognizes learning outside of the formalized methods of higher education, including educational experiences, certificates, licensure, and work experience. The *transfer evaluation of non-traditional learning experiences* is guided by the contexts in which the student obtained the education and the acceptable industry standards within each context. Each non-traditional learning experience includes the procedures for evaluation.

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1. Evaluation of Credit by Proficiency Examination from originating institution

- a. Course credit assigned by an originating institution based on the results of a testing program (e.g. APP, CLEP, DAN TES) are eligible for evaluation and College transfer credit provided that the course credit to be considered is listed on the official transcript with a course number and credit hours assigned by the originating institution. College transfer credit may be awarded within these guidelines.
 - i. If the results of an Advanced Placement Program (APP), College Level Examination Program (CLEP), DAN TES, DSST or other testing program have not been evaluated and/or no course credit has been awarded by the originating institution for the test results, then the student may submit official test scores to the Owens Records Office for evaluation and a credit award determination.
 - ii. The initial evaluation of course credit is assigned by the Records Office, but may need to be referred to the academic program area for a final decision.

2. Evaluation of Prior Experiential Learning

- a. Course credit awarded by an originating institution on the basis of experiential learning is eligible for evaluation of transfer credit. The course and credit that have been awarded by the originating institution must be listed on a transcript with a course number and credit hours assigned by the originating institution and submitted via official transcript to the Records Office.
- b. Prior experiential learning documentation not previously evaluated and/or awarded credit by an originating institution may be submitted by the student to the appropriate department chair or dean. The student should review a course outline or syllabus of the course for which credit is requested, and then submit a written request along with evidence of how the objectives and student learning outcomes listed in the syllabus have been met.
 - i. Examples of documentation to be submitted include: portfolio of work samples, reference letters, employment verification, copy of certificates earned, copy of licensures.
- c. The Dean, department chair, and faculty member if designated, determine if course credit is warranted. Guidelines for the evaluation of prior experiential learning and the award of credit are maintained by the respective academic schools and program areas.

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3. Military Education Programs

- a. Owens Community College evaluates military training and the award of credit according to the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services and recommendations from the respective academic school and program area.
- b. Courses for which credit was earned while in the military must be listed on official military documents (i.e. DD214, DD295, Army/ American Council on Education Registry Transcript). Other official military documents may be used as the basis for evaluation at the discretion of the Registrar or her/his designee if they contain the elements necessary for evaluation.
- c. Courses and credit awarded by an originating institution (e.g. college/university) based on a military educational experience are eligible for evaluation and the award of College transfer credit as outlined within the policy. Courses must be listed on an official transcript from the originating institution according to course number and hours of credit awarded.
- d. Courses for which credit was earned while in the military, but through enrollment at a college or university are eligible for the evaluation and award of transfer credit as outlined within the policy. Courses must be listed according to course number and hours of credit awarded on an official transcript of the originating institution, or on the official military documents.

4. Appeals for Transfer Credit Decisions

- a. Students who wish to appeal a transfer credit decision must file a formal appeal through the Records Office and a response to the appeal will be made within 30 days. The Credit by Transfer Appeal Form is available on the Records Office website.

III. Additional Prior Learning Credit

A. Prior Learning Assessment

Owens Community College evaluation of non-college learning which occurred through work experience prior to or outside a formal academic institution is designed to enable a student to enrich or accelerate his/her program of study. College credit is not awarded on the basis of work experience alone, but for the achievement of an advanced level of knowledge and/or skill.

The determination of college credit is predicated on prior learning which is considered to be at a college level. Each department determines the criteria, if any, which if satisfied, will result in the awarding of college credit. Assessment methods may involve a written examination, interview, skill evaluation and/or minimum achievement level on nationally standardized tests. The departments also

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have the prerogative of determining which courses, if any, may be evaluated through other forms of proficiency assessment.

1. Educational or Work Experience Credit

- a. Work experience credit is awarding credit to meet the requirements of a particular course on the basis of prior work experience.
- b. Educational experience credit is awarding credit to meet the requirements of a particular course on the basis of previous educational experience.
- c. The maximum number of credit hours that may be earned by virtue of educational and/or work experience is **twelve (12)** credit hours except in pre-approved programs such as LPN/ADN, associate of technical studies (type b), and criminal justice science.
- d. Credit earned by educational or work experience may count no more than 50 percent of the total credit toward a degree or certificate (11-2-51 Graduation Requirements).
- e. Credit may be earned by educational or work experience according to the policies that have been established by the individual department and approved by the chair and appropriate dean.
 - i. Each academic school will determine which courses may have credit earned by educational or work experience. Evaluation procedures, developed by the chair and major faculty member teaching the course, will include a course syllabus, documentation of course objectives, learning outcomes and essential course content.
 - ii. A list of eligible courses will be approved by the appropriate College administrator and provided to the Registrar.
- f. Students desiring credit for educational or work experience contact the chair of that particular program who will provide the course outline or syllabus for the student's evaluation.
- g. Student wishing to request educational or work experience credit will submit a written request to the chair of the area of study documenting how he/she has met the objectives and learning outcomes as outlined in the syllabus.
 - i. After consultation with the Dean and/or chair, the student seeking credit for work experience completes an application for Work Experience Credit which is available on the Records Office web page and pays the appropriate fees.
 - ii. Additional documentation from the student's employer and supervisor may be requested and evaluated.
- h. Credit earned for educational or work experience will be communicated to the Records Office where it will be noted on the student's permanent record by course number, credit hour and a grade of "CR".
- i. A fee will be assessed for each hour of credit earned for work experience.

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2. Credit by Proficiency Exam

- a. A proficiency exam is an examination designed to measure the student's level of knowledge and/or skill in the content covered by a given course.
- b. There is no limit on the number of credit hours a student may obtain via proficiency examinations however; a student must meet the College's residency requirement to graduate.
- c. The following experiences are some examples that may prepare a student to successfully complete a proficiency examination.
 - i. The student has had extensive high school work above the normal curriculum which would make certain basic courses repetitious.
 - ii. The student has, through actual work experience, attained the knowledge and competency of skills required in certain courses.
 - iii. The student has taken coursework at another institution of post-secondary education which is not transferable but which has given him/her sufficient background to make certain courses repetitious.
 - iv. The student has completed coursework in an apprenticeship or vocational program.
 - v. The student has completed studies in a civil or military training program.
- d. College-administered course proficiency examination may be oral and/or written and may in certain circumstances require the demonstration of laboratory skills.
- e. A proficiency exam may be attempted only one time per course.
- f. Students enrolled in courses beyond the designated "last drop date" for that part of term cannot petition for proficiency exams in those courses. The "last drop date" for each part of term is listed under the "Withdrawal and Refund Deadlines" schedule and found at https://www.owens.edu/records_reg/.
- g. If a student has completed a course by regular enrollment and received a grade ("A", "B", "C", "D", "F", "I", "P/NC" or "F/NC"), the student is not eligible to take a proficiency exam for that course.
- h. A student's failure of the first course in a sequence forfeits the student's right to take proficiency examinations for subsequent courses in the sequence.
- i. A student must have completed all admissions application steps and be eligible for registration at Owens to take a proficiency exam.
- j. Proficiency exams will be administered by an employee of the college and must be completed within two weeks of proficiency application date.
- k. An Owens student or state-issued identification is required of all students at the time of examination.

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- l. Locally developed and administered proficiency tests may not be transferable to other colleges.
 - m. A listing of proficiency exams offered for course credit at Owens is available on the Testing Services web page. <https://www.owens.edu/testing/prof.html>
- 3. College Level Examination Program (CLEP)**
- a. CLEP test results are accepted by Owens Community College to award college credit.
 - b. Credit may be awarded for one or more courses through CLEP scores but at least fifty per cent of a degree program must be taken through actual coursework at Owens Community College.
 - c. A listing of CLEP tests and minimum cut-off scores accepted by Owens is available under the 11-2-06 Assessment Program for Entering Students Procedures on the Board Policy/Procedures web page. <https://www.owens.edu/trustees/procedures/proc3358-11-2-06-clep.pdf>
- 4. Advanced Placement Examination (AP)**
- a. Students can document their achievement in college level subject matter via the College Board Advanced Placement Program (AP).
 - b. Students earning 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.
 - c. The AP test determines if a student has sufficiently mastered course content to warrant receiving college credit for work completed in high school.
 - d. Owens awards advanced placement credit based on individual test results and guidelines provided by the Ohio Board of Regents.
- 5. Tech Prep Credit**
- a. Students, who have demonstrated proficiency and have competency requirements documented by high school course work in a Tech Prep program, may earn a maximum of sixteen (16) semester hours of college credit at Owens Community College.
 - b. A student must have completed all admissions application steps to request Tech Prep credit.
 - c. A student must have graduated from a State Department of Education recognized Tech Prep program of study within 24 months of enrollment in an articulated program of student at Owens Community College.
 - d. A student must have maintained a 2.0 grade point average in his/her occupational or applied academic course work, receiving no grade below a "C."
 - e. Students must participate in the Owens assessment process for academic course placement which may include taking the ASSET and/or COMPASS assessment instruments.

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- f. A student must submit a completed Tech Prep Course Credit form completed by the student, high school counselor and Tech Prep teacher. The completed form will include the teacher's recommendation of course credit.
- g. The Owens department chairperson will evaluate and determine if the course credit to be earned.
 - i. If no course credit is recommended, the department chair will notify the student.
 - ii. If course credit is recommended, the department chair will notify the Records Office.
- h. Awarded Tech Prep course credit will be noted on the student's permanent record by course number, credit hour and a grade of "CR".

6. High School Articulation Agreement Credit

- a. Students, who have demonstrated proficiency and have competency requirements documented by high school course work in certain vocational programs, may earn a maximum of sixteen (16) semester hours of college credit at Owens Community College.
- b. Students must have earned a "B" or 3.0 grade point average in their vocational program curriculum. Students with a lower average may be considered upon the recommendation of the vocational school but may be required to take a proficiency exam.
- c. A student must have completed all admissions application steps to request High School Articulation credit.
- d. A student must submit a completed Application for High School Articulation Credit form completed by the student, high school counselor and skill area teacher. The completed form will include the teacher's recommendation of course credit.
- e. The Owens department chairperson will evaluate and determine if the course credit to be earned based on Ohio Board of Regents guidelines and curricula content of the course.
 - i. If no course credit is recommended, the department chair will notify the student.
 - ii. If course credit is recommended, the department chair will notify the Records Office.
- f. Awarded High School Articulation course credit will be noted on the student's permanent record by course number, credit hour and a grade of "CR".

7. Career-Technical Credit (CT)2

- a. Link: <https://www.ohiohighered.org/transfer/ct2> Students who successfully complete specified programs technical programs are eligible to have technical credit transfer to public colleges and universities.
- b. A student must have completed all admissions application steps to request Career-Technical credit.

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- c. Awarded Career-Technical course credit will be noted on the student's permanent record by course number, credit hour and a grade of "CR".

These procedures were reviewed by the Academic Standards Committee for implementation through the Office of the Provost.

Any changes to procedures must be submitted to the Board Secretary for President's Cabinet review (except changes in contact information). These procedures conform to the policy as adopted by the Board of Trustees on December 10, 2013, and as filed with the State of Ohio Electronic Rule Filing with the policy effective date of December 26, 2013.