

**3341-3-58 Transfer Credit - Undergraduate**

Applicability	All University units – Undergraduate Students
Responsible Office	Office of the Provost
Responsible Administrator	University Registrar

**(A) Policy Statement and Purpose**

This policy explains the requirements for accepting undergraduate transfer credit from another institution and/or other qualifying experiences. The policy also addresses how transfer credits may be applied towards BGSU degree requirements and an appeals process. Students are also referred to “General Education Curriculum” and the “Ohio Transfer Module” for more specific information about the transfer general education credits. This policy is part of the Undergraduate Catalog. The Undergraduate Catalog provides university academic policies and information about program requirements. <http://www.bgsu.edu/catalog/academic-policies.html>.

**(B) Policy****(1) Acceptable Collegiate Sources for Credit Transfer**

Universities and colleges with accreditations or that are candidates for accreditation by one of the regional accrediting associations, (such as North Central Association of Colleges and Schools) and colleges and universities in foreign countries that hold official recognition in the specific country in which located:

- (a) Credit awarded may be exact BGSU course equivalent credit when a course is substantially the same as an existing BGSU course. (Example: History of U.S. to Civil War = History 2050);

- (b) When a course for which transfer credit is requested has no equivalent in the same department at BGSU, credit may be awarded in that department but with no course number assigned. (Example: History of India = history elective);
- (c) When the course is in a department not existing at BGSU, credit may be awarded in a different department. (Example: anthropology assigned to sociology, some photography courses assigned to art or technology);
- (d) Credit may be deferred when equivalency cannot be determined by the Office of Registration and Records. Procedures exist for the further evaluation of deferred credit by faculty members in an appropriate department.

Bowling Green State University does not generally accept transfer credit from institutions lacking accreditation from one of the six regional accrediting agencies (e.g., North Central Association). However, such transfer of credit is possible, particularly if the originating institution has accreditation from a disciplinary-based accrediting agency recognized by the Council for Higher Education Accreditation (CHEA).

Typically, courses may be validated only from within the discipline for which the originating institution is accredited.

- (a) Credit may be accepted only upon the recommendation of the specific department/school/program and college in which the coursework is offered;
- (b) Decisions about validation of courses should be based on demonstrated student competencies, rather than on a comparison of syllabi or course descriptions. The specific means for determining competencies will be up to the individual department, school, or program, with college-level approval.

(2) Transfer of Credit

Bowling Green State University awards transfer credit for formal coursework of baccalaureate level from an acceptable collegiate source as described in the "Acceptable collegiate sources for credit transfer" section of this catalog. All courses with passing grades, including grades of "D" that carry quality points of 1.0 or greater (on a 4.0 scale) will transfer. Individual degree or program requirements may demand a higher grade than "D" in selected courses. Those standards will apply equally to transfer courses and to courses taken at BGSU.

(3) Responsibilities of Students in Credit Transfers

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. Transfer Assurance Guides (TAGs) are designed to provide advice about course selection that will guarantee that courses taken within a TAG will transfer and apply to particular majors. 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, such as prerequisite courses or the initial parts of course sequences 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 their advisor, the college or university to which they plan to transfer, and from the Ohio Board of Regents at <http://regents.ohio.gov/transfer/tags/index.php>.

(4) Acceptable Noncollegiate Sources for Credit Transfer

- (a) Program on Noncollegiate Sponsored Instruction (PONSI). The American Council on Education (ACE) acts as a recommending agency for coursework offered by diverse noncollegiate organizations. Course descriptions, together with credit recommendations, are available in ACE's National Guide to Credit Recommendations for Noncollegiate Courses.

- (i) Credit is accepted generally as recommended by ACE for lower-division (1000-2000 level) courses at BGSU;
  - (ii) Course credit recommendations for work which is on the upper-division (3000-4000 level) at BGSU may be subject to validation by appropriate departments before credit can be granted.
- (b) Educational experiences in the armed services. The American Council on Education (ACE) also accredits work offered by the U.S. armed services. Course descriptions and credit recommendations are available in its publication Guide to the Evaluation of Educational Experiences in the Armed Services.
  - (i) Credit is accepted generally as recommended by ACE;
  - (ii) Normally, all credit accepted is non-equivalent course credit;
  - (iii) Equivalent course credit where appropriate may be subject to evaluation and recommendation of appropriate departments.
- (c) Experiential Learning
  - (i) Credit for experiential learning may be granted for educational experience outside the classroom that corresponds to material taught at the university;
  - (ii) Credit for experiential learning may be granted through Credit by Examination;
  - (iii) An eighty dollar fee is assessed for each course granted for successful completion of the Credit by Examination for validation of experiential learning;

- (iv) Experiential learning is also measured by portfolio assessment. Further information regarding portfolio submission procedures is available at the Nontraditional Student Services office or at [www.bgsu.edu/ntss](http://www.bgsu.edu/ntss)

(5) Appeal of Credit Transfer

Students or institutions wishing to challenge a Bowling Green State University transfer of credit decision may submit a written appeal to the Office of Registration and Records, which will determine whether a policy is at issue. If a policy is at issue, the Office of Registration and Records will perform the appropriate research and send the appeal to the Undergraduate Council. A subcommittee of the Undergraduate Council will review all available information and make a recommendation to the Office of Academic Affairs. The Office of Academic Affairs will give final approval or disapproval of the Undergraduate Council's recommendation.

Registered Date: March 24, 2015