

Policy Number: 02-70-005

Policy Title: Transfer of Course Credit

Effective Date: June 19, 2017

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1. **Policy Statement**

Each OHSU school or college shall establish transfer of credit policies to accomplish the University's mission and program's objectives. The acceptance of credit earned at another institution and applied to an OHSU academic program at the same degree level will be based on the quality of the institution from which the student transfers; assessment of the comparability and relevance to the OHSU program; grade received in each course; any articulation agreements between OHSU and another accredited academic institution. No more than 1/3 of credit hours toward degree requirements can be transferred from another accredited academic institution without prior approval of the dean and provost. In all instances, only earned credit can be transferred; grade point average (GPA) does not transfer.

2. **Definitions**

- A. **Articulation** refers to course work that OHSU deems appropriate to use within a degree program to fulfill specific degree requirements.
- B. **Accreditation** refers to a designation that an accrediting organization, recognized by the U.S. Secretary of Education as a "reliable authority as to the quality of postsecondary education", grants an institution when it meets certain standards of quality.

3. **Transfer Limitations**

Courses/credits, including pre-requisites, that *will not* transfer include:

- A. **Unaccredited institutions:** Academic courses or degrees completed at U.S. institutions not accredited by a regional accrediting agency, not recognized by CHEA (Council for Higher Education Accreditation) or completed at non-U.S. institutions lacking recognized assessments;
- B. **Low grades:** Courses with a grade lower than a C (2.0 out of 4.0) for baccalaureate coursework and a B (3.0 out of 4.0) for post-baccalaureate coursework. If courses originate in a program or institution that utilizes a system other than letter grade, the registrar and the program for which credit is being transferred determine equivalent minimums;
- C. **Level of study:** Credit for baccalaureate courses does not apply to graduate programs;

- D. **Outdated coursework:** Generally, courses completed more than seven years prior to the intended date of enrollment may not be considered for transfer of credit.

5. **Responsibilities**

The Office of the Provost will coordinate the implementation of the policy. Each school or college is responsible for full and accurate disclosure of transfer policies and practices to ensure they function in a manner that is fair and equitable to students.

6. **Procedures**

- A. Student requests for exceptions for the seven year recency requirement are reviewed and either approved or denied by the Registrar's Office. In addition to the transcript, supplemental documentation or competency assessment may be required.
- B. Academic Program level requests for exceptions to the seven year recency requirement must follow the requirements of OHSU Policy 02-50-010, Proposing Curricular Modifications, and must be approved by the dean of the school or college and the provost.

Implementation Date: July 2012

Revision History: August 21, 2013; November 13, 2013; July 15, 2015; June 19, 2017

Related Policies and Procedures: Policy Degree/Certificate Standards, 02-70-035; Proposing Curricular Modifications, 02-50-010

Responsible Office: Office of the Provost, academicpolicy@ohsu.edu; Office of the Registrar, 503-494-7800

Supersedes: CAP Policy 2-03-1012

Key Words: Transfer, articulation agreements, registrar, credit