Transfer Opportunities

Institutional Transfer

The Ohio Board of Regents 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 Board of Regents will establish 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.

Transfer Module

The Ohio Board of Regents’ Transfer and Articulation Policy established the Transfer Module, which is a subset or entire set of a college or university’s general education curriculum in A.A., A.S. and baccalaureate degree programs. Students in applied associate degree programs may complete some individual transfer module courses within their degree program or continue beyond the degree program to complete the entire transfer module. The Transfer Module contains (54-60 quarter hours) or 36-40 semester hours of course credit in English composition (minimum 5-6 quarter hours or 3 semester hours); mathematics, statistics and formal/symbolic logic (minimum of 3 quarter hours or 3 semester hours); arts/humanities (minimum 9 quarter hours or 6 semester hours); social and behavioral sciences (minimum of 9 quarter hours or 6 semester hours); and natural sciences (minimum 9 quarter hours or 6 semester hours). Oral communication and interdisciplinary areas may be included as additional options. Additional elective hours from among these areas make up the total hours for a completed Transfer Module. Courses for the Transfer Module should be 100- and 200-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 Transfer Module.

Transfer Module course(s) or the full module completed at one college or university will automatically meet the requirements of individual Transfer Module course(s) or the full Transfer Module 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 Transfer Module at Institution S (sending institution) and then transfers to Institution R (receiving institution) is said to have completed the Transfer Module portion of Institution R's general education program. Institution R, however, may have general education courses that go beyond its Transfer Module. State policy initially required that all courses in the Transfer Module be completed to receive its benefit in transfer. However, subsequent policy revisions have extended this benefit to the completion of individual Transfer Module course(s) on a course-by-course basis.

Transfer Assurance Guides

Transfer Assurance Guides (TAGs) comprise Transfer Module 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, 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.

Career Technical Assurance Guides

Students who successfully complete specified technical programs are eligible to have technical credit transfer to public colleges and universities. This transfer of credit is described in Career Technical Assurance Guides (CTAG). CTAGs are advising tools that assist students moving from Ohio secondary and adult career-technical institutions to Ohio public institutions of higher education.

Conditions for Transfer Admission

1. Ohio residents with associate degrees from state-assisted institutions and a completed, approved Transfer Module shall be admitted to a 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.
2. When students have earned associate degrees but have not completed a Transfer Module, 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.

3. In order to encourage completion of the baccalaureate degree, students who are not enrolled in an A.A. or A.S. degree program but have earned 60 semester (or 90 quarter hours) or more of credits 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.

4. Students who have not earned an A.A. or A.S. degree or who have not earned 60 semester hours (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.

5. 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 completed in and after fall 2005 from Ohio state-assisted institutions of higher education. Students who successfully completed A.A. or A.S. degrees prior to fall 2005 with a 2.0 or better overall grade point average would also receive credit for all college-level course they have passed. (See Ohio Articulation and Transfer Policy, Definition of Passing Grade and Appendix D) 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.

**Responsibilities of Students**

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 Transfer Module, Transfer Assurance Guides, and Course Applicability 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 both a Lakeland counselor and the college or university to which they plan to transfer.**

**Appeals Process**

Following the evaluation of a student transcript from another institution, the receiving institution shall provide the student with a statement of transfer credit applicability. At the same time, the institution must inform the student of the institution's appeals process. The process should be multi-level and responses should be issued within 30 days of the receipt of the appeal.

**Steps in the Appeal Process**

If a student believes that transfer credit has been denied by the college, an appeal process is provided for resolution of the dispute.

1. The appeal process begins when the student takes the concern to the transfer evaluator who has completed the transcript evaluation to request reconsideration of the course(s) in question.
2. If the matter cannot be resolved, the student may request that the associate provost for enrollment management review the transfer evaluation and provide the student a written response within ten (10) business days.
3. If the student is not satisfied with the decision of the associate provost, the student may submit a written appeal to the executive vice president and provost within five (5) business days. The executive vice president and provost will convene an ad hoc panel of three (3) faculty members representing three (3) of the college's academic divisions to review the student's appeal.
4. The panel will provide a written decision to the student within (30) days. The decision of the panel is final.

**Articulation Agreements**

To facilitate the transfer of credits from Lakeland to other four-year schools, Lakeland has developed numerous general articulation agreements and detailed, course-by-course transfer guides for over 50 Ohio colleges and universities. In addition, Lakeland has
developed agreements that facilitate earning a four-year degree through distance learning or on Lakeland’s campus. The Transfer Center, located in TA-1040b, is the central clearinghouse for information for students wishing to explore their options regarding completing a four-year degree. Also in the Transfer Center, is a calendar of campus visits by representatives from four-year institutions and college catalogs for student reference. Students should consult with a Lakeland counselor before choosing courses they plan to transfer to another institution.

University Parallel, Transfer Program

Lakeland Community College provides a wide variety of arts and sciences or general education course offerings which parallel those found in the first two years of a university and which satisfy lower division (freshman/sophomore) requirements. Therefore, this degree program is the one normally pursued by students intending to transfer to a senior institution for the completion of their baccalaureate work. A program in the arts and sciences can also provide a learning foundation in communications, social sciences, humanities, and sciences. Students with this basic background should be prepared to pursue their individual objectives and to participate as effective citizens in a changing and complex society.

Transfer Guidelines

Transfer guides for specific colleges and universities which list the transfer institution’s program requirements are available in the Transfer Center. These guides are designed to assist the student in the selection of Lakeland courses which lead to a baccalaureate degree in specific fields such as engineering, mathematics, physics, biology, chemistry, geology, other sciences, pre-medicine, education, social work, art, psychology, music, business, computer sciences, English, and history. Transfer institutions have unique requirements and students are strongly urged to make early inquiry of a counselor to ensure selection of courses which will meet those requirements.

NOTE: Degree programs at Ohio institutions are constantly changing. Lakeland does not control the transfer and application of courses to other institutions. Therefore, students must contact and verify course transfer with specific transfer institutions.