

TRANSFER ASSURANCE GUIDE/TRANSFER MODULE

POLICY
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Section 6, Education
Services
Responsible College
Officer: Vice President of
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Success
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PURPOSE

Belmont College provides students with a seamless pathway of courses and credits from one Ohio public college or university to another as per the Ohio Board of Regents statewide policy through the Transfer Assurance Guide (TAG) and the Transfer Module.

POLICY STATEMENT

Belmont College provides a system and process to successfully access the transfer of courses and credits to other public educational institutions' academic programs once the student has been accepted. Students may be required, however, to meet additional general education requirements that are not included in the transfer module.

PERSONS AFFECTED

All faculty, student services staff, and currently-enrolled and transferring Belmont College students.

DEFINITIONS

Articulation Agreement - A [legal](#) document produced when two institutions of higher learning partner to provide a simplified pathway for transfer from one [college](#), university, or trade [school](#) to another.

Ohio Transfer Module (OTM) - Comprised of five subject areas: English,

Mathematics, Arts/Humanities, Social and Behavior Sciences, and Natural Sciences.

Transfer Assurance Guides (TAG) - An identification system that represents specific courses that transfer across statewide public institutions.

PROCEDURES

Institutional Transfer

Students who are interested in transferring to other educational institutions are encouraged to check with the college or university of their choice regarding transfer of courses. Courses pertinent to fulfilling a bachelors degree in a specific career pathway may vary from one four-year institution to another.

The Ohio Transfer Module (OTM) contains 36-40 semester hours or 54-60 quarter hours of specified course credits in:

1. English composition (minimum 3 semester or 4 quarter hours)
2. Mathematics, statistics, and formal/symbolic logic (minimum 3 semester hours or 4 quarter hours)
3. Arts/humanities (minimum 6 semester hours or 8 quarter hours)
4. Social and behavioral science (minimum 6 semester or 8 quarter hours)
5. Natural science (minimum 6 semester hours or 8 quarter 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 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. State policy initially requires that all courses in the transfer module be completed to receive its benefits in transfer; however, subsequent policy revisions have extended this benefit to the completion of individual transfer module courses on a course-by-course basis.

Conditions for Transfer

Students who meet the requirements of the transfer module are subject to the conditions which follow when applying to schools in Ohio. Preferential consideration is given to Ohio residents who:

1. Transfer with either the Associate of Arts or Associate of Science degree.

- a. Students will be able to transfer all courses in which they receive a passing grade of “D” or better.
- b. Students must have an overall grade point average of 2.0 to be given credit for the transfer module.
- 2. Complete the transfer module with a letter grade “D” or better in each course and 60 semester hours or 90 quarter hours.
 - a. Students must have an overall grade point average of 2.0 to be given credit for the transfer module.
 - b. Only courses in which a letter grade of “D” or better has been earned will transfer.

Admission to a given institution does not guarantee that a transfer student will be automatically admitted to all majors, minors, or fields of concentration at that institution. Once admitted, transfer students will:

- 1. Be subject to the same regulations governing applicability of catalog requirements as all other students.
- 2. Be accorded the same class standing and other privileges as all other students on the basis of the number of credits earned.
- 3. Meet all residency requirements at the receiving institution prior to the granting of a degree.

**Credit
Transfer to
Other
Institutions**

Belmont College, TAG and OTM approved courses are transferable to other public institutions of higher education in Ohio. If transfer is denied by the receiving institution, the student may appeal this decision (see appeals clause). Other Belmont College technical courses may also be transferable at the discretion of the receiving institution.

**Consideration
for Transfer
Admission**

- 1. Ohio residents with associate degrees from state-assisted institutions and a completed, approved transfer module will 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 will 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 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.
- 4. Students who have not earned an A.A. or A.S. 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.

5. Incoming transfer students admitted to a college or university will compete for admission to selective programs, majors, and units on an equal basis with students native to the receiving institution.

**Acceptance of
Transfer
Credit**

Transfer credit will be accepted by Belmont College for all college-level courses successfully completed in and after Fall 2005 from Ohio state-assisted institutions of higher education.

No credit will be transferred with a letter grade of less than “D” (1.0). Additionally, courses taken at another college in which a letter grade of “P” (pass) was earned can be accepted at the discretion of the Program Chair but may not be applicable to a chosen degree. Belmont College will accept transfer credit from other institutions in the categories of Credit by Examination, Advanced Placement, military, or other nontraditional training credit.

Students who successfully completed A.A. or A.S. degrees prior to Fall 2005 with a 2.0 or better overall grade point average will also receive credit for all college-level courses they have passed (see Ohio Articulation and Transfer Policy).

Official college transcripts must be submitted to the Belmont College Records Office. Credits will be assessed and approved at the discretion of the Program Chair of the academic department related to the student’s degree.

**Residence
Requirement**

In order to receive a degree from Belmont College, a student must successfully complete a minimum of 16 semester (24 quarter) credit hours within the designated program in residence at Belmont College. Credit for Experience, Credit by Examination, transitional studies courses, and transfer credit do not count toward the residence requirement.

TAG

Courses or course sequences identified as being a part of the Transfer Assurance Guide (TAG) may be offered at any public higher education institution in Ohio. TAGs are developed to assist students in approximately 40 different degree pathways which include both general education and technical courses and are guided by the following principles:

1. The Ohio Transfer module (OTM) continues to be the foundation of articulation and transfer work. The OTM provides students the opportunity to transfer courses as a block or on an individual course basis.
2. Students also have the opportunity to complete TAG courses and are guaranteed that the courses will transfer and apply to degree/program requirements. General education courses may have both TAG and OTM approval. Additionally, TAG courses may be technical in nature and also seamlessly transferable. Each TAG may include recommended courses from within the OTM. Students will be able to plan a viable pathway using all resources of the public higher

education system beginning at any point along the pathway from high school through college.

3. Students are encouraged to identify early an intended major and receiving institution due to specific major and receiving institution requirements.

**Student
Responsibilities**

In order to transfer with the greatest number of credits, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution.

1. Students should identify early in their collegiate studies an institution and major to which they desire to transfer.
2. Students should determine if there are any special course requirements that can be met during the freshman or sophomore year.
3. Students must collaborate with the Belmont College TAG Coordinator and the receiving institution to determine what courses are transferable.

**Appeals
Process**

Each college or university has a multi-level, broad-based appeal process in place. A student who disagrees with the transfer of credits by the receiving institution shall be informed of the:

1. Right to appeal the decision.
2. Process for filing the appeal.

If a transfer student's appeal has been denied and all appeal levels have been exhausted at the institutional level, the institution will advise the student, in writing, of the appeal process to Ohio's Articulation and Transfer Appeals Review Committee.

After review, the Ohio Appeals Review Committee will communicate to institutions the resolution of individual appeal cases.

RELATED DOCUMENTS

- Ohio Board of Regents Transfer Policy, www.regents.ohio.gov/transfer
- Ohio Board of Regents, Transfer Assurance Guides,(TAG), www.regents.ohio.gov/TAG
- Belmont Operating Policy 750.0210.13, Academic Semester Credit