

# The College of Arts and Sciences Transfer Policies

## **Acceptance of Transfer Credit**

- 1) Students will be granted credit for all college-level courses taken in the summer of 2005 and before at regionally accredited institutions of higher learning for which they have earned a C or better.
- 2) Students will be granted credit for all college-level courses taken in the fall of 2005 or later at regionally accredited institutions of higher learning for which they have earned a D- or better.
- 3) Students who have completed an associate's degree from a state-assisted Ohio institution with a cumulative GPA of 2.0 or better will receive transfer credit for all college-level courses used toward the associate's degree for which they have earned a D- or better.

Note: Acceptance of course credit does not guarantee applicability toward degree programs.

## **Transfer Credit Evaluation (TCE)**

The TCE shows how your transfer courses have been equated to UT courses. If UT does not have a course that is exactly equivalent to a course you have taken, we use a "pseudo course" to allow the course to be used by the Degree Audit Report (DAR). Courses that have been identified as electives will be used to meet degree requirements wherever appropriate.

Your TCE has been prepared for you by the College of Arts and Sciences, taking into consideration the major that you have declared. If you switch to another college at UT, you should request that your TCE be re-evaluated by that college.

## **Degree Audit Report (DAR)**

The DAR is an electronic tracking system that pulls information from your UT transcript to track your progress toward degree. Transfer courses that are completed will appear on the DAR. Transfer courses that are still in-progress will not appear on the DAR until you send a final transcript that shows that the courses have been completed.

The DAR is provided as a tool for you to use to monitor your progress toward degree and to help you choose appropriate courses each semester, but it does not determine graduation. All students are advised to review the DAR with their faculty advisers on a regular basis to ensure timely completion of their desired programs.

## **Pseudo Course Key**

### Abbreviations

ZARS****	Arts and Sciences Elective
ZFAR****	Fine Arts Elective
ZHUM****	Humanities Elective
ZSSC****	Social Science Elective
ZNSC****	Natural Science Elective
ZNSLLAB	Natural Science Lab

ZLIT****	Literature Elective
ZCWG****	Creative Writing Elective
ZWRG****	General Writing Elective
ZFNL****	Foreign Language Elective
ZTEC****	Technical Elective (limited number apply)
ZRFD****	Related Field Course (for your admitted major only)
*****EU	US Diversity Elective
*****EN	Non-Western Elective
****WAC	Writing Intensive
*****EL	Elective

#### Additional Evaluation Required

ZCRSDES	Course Description Needed
ZDPTEVAL	To be Evaluated by Department

#### Courses Not Applicable to a Degree

MATHDEV	Developmental Math Elective
ENGLDEV	Developmental English Elective
ZESLDEV	English as a Second Language
ZRDGDEV	Developmental Reading Elective
ZSTKDEV	Study Skills
ZNATDEG	Course not applicable to degree

#### Level of Transfer Credit

All undergraduate baccalaureate degree programs offered through the College of Arts and Sciences require that students complete 64 credits of course work offered at the 2000-4000 (or sophomore to senior) levels and 32 credits of course work offered at the 3000-4000 (or junior to senior) levels.

The level requirement is determined by the level at which the original course was taken, not the UT equivalent level as reflected on the Transfer Credit Evaluation.

This calculation cannot be tabulated accurately through the DAR, but will be manually calculated for each transfer student.

No credits taken at a community college, junior college, or as part of a two-year technical degree program will be counted as meeting the 32 hours of upper-level credit requirement (3000-4000).

#### Unevaluated Courses

If there are any courses on the TCE for which you think a different evaluation should be made, you may provide course descriptions and/or syllabi and we will determine if a re-evaluation is warranted. If there are any courses on the TCE that have been evaluated as “ZCRSDES” or “ZDPTEVAL,” you **must** provide documentation as to the content of the course in order for us to complete the evaluation.

## **TAKE ACTION**

### **Seek evaluations**

If you have any courses that appear as ZCRSDES or ZDPTEVAL it is important to provide course descriptions and/or syllabi to enable us to evaluate these courses before you take courses at UT in the same subject area. If you do not have these courses evaluated, you run the risk of taking an equivalent course at UT. Duplicate course work will not be counted toward degree requirements. A hold will be placed on your account which will prevent future registration until all courses have been evaluated. Contact Eve Crandall for information on how to have your courses evaluated.

### **Turn in all transcripts**

Students are required to submit transcripts from all institutions attended. Failure to do so will be considered as academic dishonesty. If you have outstanding transcripts, a hold will be placed on your account which will prevent future registration until all transcripts have been received. Students with in-progress course work at the time of application to UT will need to submit a final transcript after the courses have been completed to get the hold removed.

**Mail transcripts to:**  
**The University of Toledo**  
**Mail Stop 306**  
**Office of Undergraduate Admission**  
**Toledo, OH 43606-3390**