

**Procedure:** [Transfer Credit](#)

**Procedure Number:** 3364-71-32.01

**Responsible Department:** Academic Affairs

**Scope:** All University of Toledo undergraduate students



**Effective date:**

**Original effective date:**

This procedure is authorized by the university's policy on transfer credit. This procedure describes the means by which students can be awarded transfer credit. The application of transfer credit to satisfy requirements of individual degree programs is determined by the requirements of that program. Although this procedure does not determine how transfer credit is applied to individual degree programs, the same rules must govern the application of both UToledo course credit and transfer credit toward satisfying the requirements of a degree program.

(A) Evaluation of Transfer Credit

- (1) An official evaluation of transfer credit for an undergraduate student will not be completed until the student has been admitted to the university, has submitted official transcripts from all post-secondary institutions previously attended, and has submitted official test score reports for Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP) or DANES Subject Standardized Tests (DSST) exams as appropriate.
- (2) Official college transcripts of transfer students will be reviewed by the registrar to determine whether any transfer credit evaluation (TCE) must be done and by whom. Students may also submit requests for TCE to the registrar by contacting [transfer@utoledo.edu](mailto:transfer@utoledo.edu). Students may be asked to provide detailed syllabi and other course materials in order to complete the TCE process.
- (3) Only non-remedial and non-developmental courses from domestic institutions of higher education accredited by a regional accreditation body recognized by the Council for Higher Education Accreditation (CHEA) will be considered for evaluation of transfer credit.
- (4) Non-regionally accredited course work may be considered for evaluation from institutions holding a valid certificate of authorization from the State, as listed on the Ohio Department of Higher Education's (ODHE) promoted list. Additionally, coursework recommended by the American Council on Education (ACE) may be considered if submitted through an official ACE transcript.

- (5) Courses with recognized international equivalencies may also be considered at the discretion of individual academic programs. Official transcripts from foreign institutions should be submitted to a recognized organization such as World Education Services or International Education Evaluations for credit equivalency evaluation and language translation.
- (6) Credit will only be granted for courses in which a passing grade was awarded by the originating institution. Ohio Department of Higher Education policy requires public colleges and universities which offer D as the lowest passing grade to accept all college-level courses with a grade of D or higher. Institutions which offer D- (minus) as the lowest passing grade are required to accept all college-level courses with a grade of D- or higher.

Note that the awarding of transfer credit does not automatically guarantee that the UToledo course(s) will satisfy any requirements of the UToledo degree program into which the student is transferring. This process is described in a subsequent section entitled "Application of Transfer Credit."

- (7) Credit from other institutions. Courses from other recognized domestic or international institutions (see above) will be reviewed by the registrar's office, appropriate department chair or individual designated by the chair to determine whether the course is substantially equivalent (70% or more of the learning outcomes and objectives) to a UToledo course offered by that department.
  - (a) The registrar's office will work with departments to facilitate course evaluations. If the courses are not evaluated by departments within five business days, the registrar's office will determine the equivalency.
  - (b) If a course is deemed equivalent to a UToledo course offered by that department, the equivalency will be transcribed on the student record. If no substantially equivalent course is offered at UToledo, generic elective transfer credit will be awarded.
- (8) Transfer Credit Appeal. Students may appeal the results of a transfer credit evaluation by submitting an appeal form to the registrar's office. The appeal should specify the UToledo course that the student believes is equivalent to the course from the originating institution, the rationale for why this equivalency is valid and appropriate course materials that support the equivalency claim.

(B) Credit for Prior Learning

The University of Toledo recognizes that students have opportunities for learning beyond the traditional or more formal methods of education and may award college credit for demonstrated college-level learning outcomes through prior learning assessment.

College-level learning is defined as demonstrated achievement of the learning outcomes, theoretical and/or applied, aligned with the content of a credit bearing, college course. Prior learning assessment (PLA) will adhere to guidelines established by the Higher Learning Commission (HLC), the Council for Adult and Experiential Learning (CAEL), and the Ohio Department of Higher Education (ODHE).

- (1) Credit by standardized exam. The University of Toledo recognizes credit earned through AP, CLEP, Credit by Exam (CBE), IB, and DSST.
  - (a) Students obtaining an AP exam score of 3 or above will be awarded credit for a UToledo course aligned to the AP exam area successfully completed. Credit will be applied toward a UToledo general education requirement if the equivalent UToledo course fulfills a general education requirement. If no equivalent UToledo course is available for the AP exam area completed, generic elective credit will be awarded in the appropriate academic discipline. Additional courses or credits may be available when an AP exam score of 4 or 5 is obtained. Such determinations will be made by the appropriate department chair or individual designated by the chair as described in the section entitled "Credit from other institutions" above.
  - (b) For IB, CLEP, DSST or other standardized exams, equivalency is determined by the department as described in the section entitled "Credit from other institutions" above. For these exams, the appropriate departments can determine the equivalent course(s) and the test scores that determine whether passing credit will be received for these courses.
- (2) Credit from military service. Credit for UToledo courses will be granted to students with military training, experience, and/or coursework recognized by (ACE) or a regionally accredited military institution recorded on a Joint Services Transcript.
  - (a) Course credit for military training and coursework that qualify as Military Transfer Assurance Guides (MTAGs) courses will be awarded if an equivalent course is offered at UToledo. If the MTAG course is not offered at UToledo, then the military training course content will be reviewed as described in the "Credit from other institutions" section above to determine if credit for a specific UT course or generic elective credit is appropriate.
  - (b) If military training and/or service that does not result in UToledo course credit via the MTAG or institution transfer credit evaluation process, then students may opt to submit their military experience through the Prior Learning Assessment (PLA) process. The PLA assessment fee is waived for review of any military experience.

- (3) Experiential Learning. UToledo course credit may be awarded for alternative learning experiences provided on official (ACE) or Joint Services transcripts. This coursework can be reviewed as described in the “Credit from other institutions” section above to determine if credit for a specific UToledo course or generic elective credit is appropriate.
  - (a) UToledo course credit may also be awarded for alternative learning or work experiences through the Prior Learning Assessment (PLA) process. A student may demonstrate college-level learning through course-specific examinations created and evaluated by faculty assessors from the department in which the course is offered. A student may also demonstrate college-level learning by submitting a collection of evidence that documents the match between their experiential learning and learning outcomes of a specific UToledo course. Portfolios are evaluated by faculty assessors from the department in which the course is offered. Colleges, departments, and academic programs may establish guidelines on the awarding and acceptance of credit by examination and of credit from experiential learning portfolios.
  - (b) A student will pay an assessment fee for the assessment process of portfolio and credit by exam through PLA, regardless of the grade earned. This fee covers the assessment of the prior learning and does not guarantee credit will be granted. Assessment fees are non-refundable and are subject to Board of Trustees approval. Students may refer to the Treasurer’s Office for a fee schedule. Additional costs associated with the assessment of prior learning credit will be the responsibility of the student.
- (C) Credit from Ohio Public Institutions. Credit for UToledo courses will be granted based on the Ohio Department of Higher Education guidelines.
  - (1) Courses labeled as Transfer Assurance Guides (TAGs), Career Technical Assurance Guides (CTAGs), or Industry Recognized Credential Transfer Assurance Guides (ITAGs) will automatically be awarded credit for the equivalent UToledo course if the course is offered by UToledo. If the equivalent course is not offered at UToledo, then the course content will be reviewed as described in the “Credit from other institutions” section above to determine if credit for a specific UT course or generic elective credit is appropriate.
  - (2) Courses labeled as Ohio Transfer 36 (OT36) will receive credit that satisfies a UToledo general education requirement as determined by the OT36 category of the course.

OT36 categories currently include arts and humanities, composition, mathematics, natural science, oral communication, social and behavioral science and diversity, equity and inclusion. UToledo general education requirements include all categories except for oral communication and diversity, equity and inclusion. Courses that fall within these two categories will be applied to the students' program or general education requirement based on the course equivalent.

- (3) Credit awarded through State transfer initiatives such as TAG, CTAG, MTAG, and ITAG must apply toward satisfying requirements of the degree program specified by the TAG. Credit awarded for OT36 courses must apply toward satisfying UToledo general education requirements as determined by the OT36 category of the course at the originating institution.

(D) Application of Transfer Credit

- (1) There are no limits to the amount of transfer credit that can be awarded to an individual student. However, every college at UToledo requires a student to earn a minimum number of credit hours in residence as a UToledo student. Some colleges require a minimum number of credit hours be taken as a student registered in that college. In addition, residency hours may be required to be earned in specific classes, specific programs and/or in specific semesters prior to the proposed semester when the student plans to graduate.
- (2) For credit awarded through the PLA portfolio or credit by exam process, students may apply up to 15 hours of PLA course credit toward an associate degree and up to 30 hours of PLA course credit toward a baccalaureate degree. Individual colleges or departments may impose separate PLA credit hours limits for their own degree programs. Course credit from PLA can be earned only once for the same course. Credit for prior learning may not be used to petition for GPA recalculation and do not fulfill college residency requirements.

(E) Transcription of Credit

- (1) Transfer coursework that is awarded credit for a specific UToledo course will be recorded on the official transcript and appear under the term during which the original course was taken.
  - (a) Credit hours for coursework transferred from another institution will be determined by the number of credit hours awarded by that institution, with appropriate conversions for quarter terms and international systems.
  - (b) Credit hours for other forms of transfer coursework such as credit by exams, will be determined by the credit hours on the equivalent UToledo

course or with input from the department offering the course.

- (2) Grades from transfer courses will not be included in the calculation of UT GPA and cannot be used for GPA recalculation. Grades for transfer courses will be applied to the higher education GPA calculation.
- (3) Prior learning credit earned through portfolio or credit by exam is to be posted during the term in which the credit is granted and will be transcribed if the student is actively enrolled. A letter grade or grade of pass/fail is determined by the equivalent course grade type. The course title, grade or non-letter grade and either the portfolio or credit by exam designation is transcribed to the student's record. A student must earn a grade of C or better or a grade of PS to have credit recorded.