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 course 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. Transfer credits are evaluated without regard for delivery method and include courses completed in-person or remotely, and synchronously or asynchronously.

For graduate programs, 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. For undergraduate programs, a minimum of 45 credits must be completed in residence at OHSU. 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 or lower than a B (3.0 out of 4.0) for graduate coursework. Programs may require a higher minimum grade for major and/or prerequisite 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. No institutional restrictions are placed on credits taken at the graduate level and used in fulfillment of undergraduate requirements.

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 to graduate programs. No institutional restrictions are placed on the age of transfer credits for undergraduate programs; however, applicable accreditation must have been held by the granting institution at the time the courses were taken. Undergraduate programs may place age restrictions on major and/or prerequisite coursework.

E. **Repeated coursework:** Transfer credits for repeated coursework are not accepted, unless the course is identified by the institution as repeatable. Otherwise credit will be given for only one instance of any course.

4. **Undergraduate Course Level of Transfer Credits**

Transfer credits for undergraduate courses are accepted at the level the course was taken. Lower division coursework accepted in transfer will not be applied toward any upper division requirement; however upper-division credits accepted in transfer may be used to meet lower-division requirements.

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-level requests for exceptions for the seven year recency requirement in Section 3.D are submitted to the program. If the program agrees with the request it will be forwarded to the Office of the Dean for review and possible approval. If the request is approved by the Office of the Dean, it will be submitted to the Office of the Registrar for final approval or denial. Requests should be made by the program director based on the student’s demonstrated competence in the course content.

B. Academic program level requests for exceptions to the seven year recency requirement in Section 3.D must follow the requirements of [OHSU Policy 02-50](#).
C. Students in baccalaureate programs may request an exception to the requirements of Section 3B and request that a course with a C- grade be transferred in for baccalaureate level work. Requests will be considered on a case by case basis, and will be either approved or denied by the Office of the Registrar.

Implementation Date: July 2012
Related Policies and Procedures: Policy 02-70-035, Degree/Certificate Standards; Policy 02-50-010, Proposing New Programs, Program Changes, and Curricular Modifications; Undergraduate Transfer Procedure.
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