

TRANSFER OF CREDIT

Transfer Credits

Courses equivalent to MTC courses that are completed at public or private higher education institutions accredited through regional accrediting associations recognized by the Council on Higher Education Accreditation (CHEA) by the U.S. Department of Education or the Guide to the Evaluation of Educational Experiences in the Armed Services shall be considered for applicable transfer credit. Credits from career, professional, and specialized schools and programs may also be submitted for evaluation and possible transfer. Learning experiences and courses successfully completed through Ohio Public Career and Technical Education Center adult programs transfer to MTC through the Ohio Career-Technical Credit Transfer (CT²) program (www.regents.ohio.gov/careertechtransfer). More information is provided below.

Approval of transfer credits occurs through the appropriate department Dean or Director, or the Office of Student Records for courses pre-approved for transfer. Generally, courses must have been completed with a "C" grade or equivalent, or a "satisfactory" on a satisfactory/unsatisfactory evaluation scale. A course completed at the "D" level will be transferred when a D-grade in the same course is accepted toward graduation by MTC students in the normal MTC course.

At least 32 credit hours for any degree program must be earned at MTC, of which 16 must be in technical courses in all Applied Degree programs. The AA and AS Degrees must also complete 32 credit hours at MTC but are excluded from meeting the technical course credit hour requirement. The number of transfer credits applied toward the degree or certificate will, therefore, vary depending upon how well they match course requirements for your program. Course guaranteed to apply toward a degree program through state policy or an inter-institutional agreement will always apply toward the degree.

College Transfer Agreements

MTC works closely with Ohio colleges to maintain transfer agreements to ensure credit transfer and advanced standing for MTC graduates pursuing bachelor degrees. Some colleges do not establish formal written agreements yet offer excellent transfer opportunities for two-year college students. See the College's Transfer Brochure or information at www.mtc.edu for more information.

Guaranteed Transfer of MTC Credits to Ohio Colleges and Universities

In addition to successfully transferring their courses to many public and independent colleges and universities through transfer agreements, MTC students can also complete individual courses or groups of courses "in the major" that are **guaranteed to transfer** to Ohio public universities and other community colleges. Ohio H.B. 95 authorized the Ohio Board of Regents to establish policies and applicable to all state colleges and universities that now ensures students can begin their higher education at any state community college, technical college, or university, and transfer credits to any other state college or university without unnecessary barriers and need to re-take approved courses. Since Marion Technical College is a state college, this allows students, parents, and guidance counselors to develop versatile educational pathways for students using all the resources of the public University System of Ohio from high school through college. Three key stipulations of H.B. 95 mandated that public colleges and universities:

- Assure transfer of course credits and degrees without unnecessary duplication.
- Use a universal course equivalency classification system to eliminate inconsistent judgment in transfer credit application.
- Admit transfer students to state public universities on an equally competitive basis with native students for specific programs.

It is now possible for most students to complete 50% of their bachelor's degree at MTC depending upon their chosen major field of study. According to state policy, students can maximize the transfer of college credit to Ohio public institutions through the three primary means highlighted below - (TAGs), (OTM), and (CTAGs).

Transfer Assurance Guides (TAGs)

TAGs are groups of foundational and beginning courses "in the major" that represent commonly accepted pathways to specific bachelor degrees and majors. TAG courses are guaranteed to transfer and apply to degree/program requirements as a group or on an individual course-by-course basis according to each major. Each of Ohio's 38 TAG areas, or majors, typically includes introductory or core courses in a college major, e.g., Business or Psychology, plus recommended courses from within the Ohio Transfer Module, e.g., English Composition or Sociology. How MTC TAG courses can transfer to other colleges and universities can be seen at the Ohio Board of Regents interactive Bulletin Board www.regents.ohio.gov/transfer/tagcourses/. Please see your MTC advisor for additional guidance concerning TAG transfer courses.

Ohio Transfer Module (OTM)

The OTM is a subset of the complete set of a college's or university's general education core requirements, which represent a body of knowledge and academic skills common across Ohio colleges and universities in: 1) English composition; 2) mathematics; 3) arts/humanities; 4) social and behavioral sciences; and, 5) natural and physical sciences. The OTM provides students the opportunity to easily transfer course credits. Please see your MTC advisor for additional guidance concerning OTM transfer courses.

Any college's OTM courses are guaranteed to transfer among Ohio public institutions of higher education as a block or on an individual course-by-course basis. Students can transfer credit for successful completion of OTM courses without completing the entire transfer module.

Ohio Career - Technical Credit Transfer (CTAGs)

If you completed courses at one of Ohio's public Adult Career and Technical Education Centers, you may qualify to earn college credit for that learning under certain circumstances. Ohio's Career-Technical Credit Transfer Program, or (CT)² authorized by Amended Substitute House Bill 66, enables students to take approved **equivalent technical courses** anywhere within the public educational system and transfer them without unnecessary duplication or institutional barriers. If you completed, for example, courses in the following areas, you may be able to convert your prior learning to college credit or its equivalency:

- Medical Assisting (must be certified or licensed)
- Information Technology & Networking
- Electrical and Mechanical Engineering Technologies
- Practical Nursing (must be certified or licensed)

College Tech Prep Credit

As part of their secondary College Tech Prep program, high school students can often earn program related college credit for advanced work completed in high school. To earn the college credit, the student must achieve at least a "B" average on the competencies that directly relate to the college courses. Upon high school graduation, the student's high school College Tech Prep teacher completes the College Tech Prep Competency and Articulation form that certifies which college course(s) the student is eligible for credit. The form is usually included in the student's high school PASSPORT portfolio. Not later than two years after high school graduation, and upon application to the college, the student provides a copy of the approved form bearing the original high school teacher signature to the college department dean or director. Upon validating the form, it is then

approved and processed as transfer credit to appear on the student's college transcript after he/she completes the first quarter of study at MTC. For more information, please see your academic dean or director.

The Goal of Transfer

The goal of all of the above transfer efforts is uphold the integrity of college-level learning that supports students to easily transfer credits and be guaranteed that courses apply to appropriate degree programs. This improves the ability of students to successfully progress toward degree requirements without duplication of effort or cost. The overall intent is clear. Ohio needs more college-educated citizens. MTC's and Ohio's articulation and transfer policies provide an important element in the strategy for achieving this goal. By making transfer legitimate and easier at every step along the way, it is likely that more students will pursue higher education and create better lives for all Ohioans.

Seeking Assistance with Transfer Decisions Made by Other Institutions about MTC Courses

A student seeking help during the appeal of a decision on the acceptance of transfer credit at another college must have exhausted all campus level appeals at the institution where the transfer credit final decision was made. Please bring documentation of the outcomes of all appeals to your MTC department dean or director when asking her or him to inquire about the matter.

Steps in the Process for a Transfer Credit Decision Made at MTC, Including Appeals

1. Student applies for admission and asks previous college(s) to send a certified original academic transcript of coursework to the MTC Office of Admission. Hand carried copies of transcripts cannot be used for official evaluations.
2. MTC evaluates transcript of students accepted for admission.
3. MTC decides on the equivalency and applicability of credit and sends the evaluation outcome to the student along with a notification of the 90-day period for filing an appeal.
4. If the student accepts the evaluation, the process ends.
5. If the student does not understand or accept the evaluation, he/she may meet with the transcript evaluator to *informally* inquire about why a course(s) did not transfer.
6. If the student does not accept the results of the informal inquiry, he/she may initiate the formal multi-level internal appeal process by appealing the evaluation outcome by writing an appeal to the dean or director of the academic division or program, specifying the course(s) for which transfer credit was denied and the reason(s) why credit should transfer.
7. If the issue is still not resolved, the student may appeal to the Faculty Curriculum Committee.
8. If the issue is still not resolved, the student may appeal to the Vice President of Instructional Services.
9. If the student remains dissatisfied with transfer credit evaluation after appealing to all levels within MTC, the Vice President shall advise the student in writing of any state-level appeal process designated by the Ohio Board of Regents.