

Transfer Credits/Transfer Module

The Baccalaureate Degree
Ohio's Institutional Transfer Policy
Transfer Module
Conditions for Transfer Admission
Responsibilities of Students
Appeals Process
Planning Your Transfer Program at CCC
Associate Degree Preferred Admission
Course-By-Course Transfer Evaluation
Two-Plus-Two Transfer Option
Transfer Course Selection

The Baccalaureate Degree

Liberal Art and Science courses offered by Cuyahoga Community College for transfer purposes are designed to parallel those courses that comprise the first two years of study leading to the baccalaureate degree at a four-year college or university.

It is the responsibility of the student to become acquainted with and follow the requirements for the selected method of transferring courses. Counselors are available to assist in this planning process.

Transfer students take general education courses during their freshman and sophomore years at Cuyahoga Community College. After transferring, students will specialize in a major at the receiving institution during their junior and senior years.

Ohio's Institutional Transfer Policy

The Ohio Board of Regents (OBOR), following the directive of the Ohio General Assembly, has developed a new statewide policy to facilitate movement of students and transfer credits from one Ohio public college or university to another. This policy provides for the creation of Transfer Modules at each State College and university. The purpose of the State Policy is to avoid duplication of course requirements and to enhance student mobility throughout Ohio's higher education system. Since independent colleges and universities in Ohio may or may not be participating in the transfer policy, students interested in transferring to an independent institution are encouraged to check with the college or university of their choice regarding transfer arrangements.

Transfer Module

The Ohio Board of Regents Transfer and Articulation Policy established a transfer module for Ohio colleges and universities. The transfer module is a specific subset or the entire set of a college or university's general education requirement. A transfer module requires a student to complete 36 to 40 semester credit hours in the following subject areas: English Composition, Mathematics, Arts/Humanities, Social and Behavioral Sciences, Natural and Physical Sciences, and interdisciplinary course work. Make an appointment to see a counselor to obtain a transfer module course list and to receive counseling regarding courses for transfer to another college or university.

Complete the required minimum credit hours of the Transfer Module from the remaining courses on the list below, including interdisciplinary courses. Note: Be sure to meet with a counselor to assure that courses selected are most appropriate for the major and the transfer college or university selected, and that courses are consistent with the minimum graduation requirements of Cuyahoga Community College.

Conditions for Transfer Admission

Students meeting the requirements of the Transfer Module are subject to the following conditions:

- The policy encourages receiving institutions to give preferential consideration for admission to students who complete a transfer module and either the Associate of Arts or the Associate of Science degrees. These students will be able to transfer all courses in which they received a passing grade of "D" or better. Students must have an overall grade-point average of 2.00 to be given credit for the transfer module.
- The policy also encourages receiving institutions to give preferential consideration for admission to students who complete a transfer module with a grade "C" or better in each course and 60 semester hours of credit. Students must have an overall grade point average of 2.00 to be given credit for transfer module courses and only courses in which a "C" or better has been earned will transfer.
- The policy encourages receiving institutions to admit on a non-preferential consideration basis students who complete a transfer module with a grade of "C" or better in each course and less than 60 semester hours of credit. These students will be able to transfer all courses in which they received a grade of "C" or better.

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

the same regulations governing applicability of catalog requirements as all other students. Furthermore, transfer students shall be accorded the same class standing and other privileges as all other students on the basis of the number of credits earned. All residency requirements must be successfully completed at the receiving institution prior to the granting of a degree.

Responsibilities of Students

In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer. Furthermore, students should determine if there are language requirements or any special course requirements that can be met during the freshman or sophomore years. This will enable students to plan and pursue a course of study that will articulate with an academic major at the receiving institution. Students are encouraged to seek further information regarding transfer from both their counselor and the college or university to which they plan to transfer.

Appeals Process

A multi-level, broad-based appeal process is required to be in place at each institution. A student disagreeing with the application of transfer credit by the receiving institution shall be informed of the right to appeal the decision and the process for filing the appeal. The College makes the appeal process available to students on each campus.

If a transfer student's appeal is denied by the institution after all appeal levels within the institution have been exhausted, the institution shall advise the student in writing of the availability and process of appeal to the state level Articulation and Transfer Appeals Review Committee.

The Appeals Review Committee shall review and recommend to institutions the resolution of individual cases of appeal from transfer students who have exhausted all local appeal mechanisms concerning applicability of transfer credits at receiving institutions.

Planning Your Transfer Program at CCC

Students who plan to begin their baccalaureate degree at CCC and then transfer to a four-year college or university should meet with a counselor to select one of the following transfer options, plan a program of study and obtain a transfer guide.

Associate Degree Preferred Admission

Transfer Students can elect to complete all the requirements of either the Associate of Arts Degree or the Associate of Science Degree at Cuyahoga Community College.

If the student completes the degree requirements within the parameters of the Transfer Module requirements, 36 to 40 semester credits will transfer automatically, and the remaining credits up to the 62 that make up the associate degree will be evaluated for transfer on a course-by-course basis. Students who complete a transfer module and the Associate Degree will receive preferential admission status at the receiving school.

Two-Plus-Two Transfer Option

In general, the courses in the arts and sciences curriculum are designed to parallel the freshman and sophomore level courses at four-year colleges and universities. An option in some CCC career/technical programs in the Associate of Business and the Associate of Applied Science curriculum enables students to earn an associate's degree in these programs at CCC and then transfer to a four-year institution to work toward a baccalaureate degree in the designated technical field.

Credits earned at CCC in this two-plus-two opinion are transferable toward a four-year degree only at cooperating four-year colleges and universities. Students should consult with a CCC counselor if interested in the two-plus-two career/technical transfer option.

Transfer Course Selection

Counselors will help students plan individual transfer programs using the above options. Students who are undecided about a major will be assisted in planning a transfer program that meets general admission requirements at the receiving school.

Cuyahoga Community College offers preparatory or refresher courses in English composition, reading comprehension, mathematics and speech communication for students who need to upgrade these basic skills. These courses are not designed for transfer but are intended to provide students the opportunity to improve their skills. To avoid taking a course that does not transfer, it is the student's responsibility to select courses with the assistance of a CCC counselor.