

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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NON-RESIDENT CREDIT

Effective June 26, 2000

Procedure No. 5-11 (D)

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- (1) Columbus State Community College is committed to facilitating student mobility to and from Columbus State and facilitating transfer from and to other accredited postsecondary institutions, particularly those that have adopted the Policy on Articulation and Transfer of the Commission on Articulation and Transfer of the Ohio Board of Regents. As a general principle, undergraduate-level coursework for which credit was granted by the sending institution irrespective of when that credit was earned shall be eligible for transfer to Columbus State Community College.

Students who have official transcript(s) forwarded to the Records and Registration Office will automatically have the transcript(s) evaluated for transfer credit. In some cases, additional information such as course descriptions may be required. Transfer credit is not used in computing grade point average.

- (2) The following process will be followed for the awarding of transfer credit applicable to degree requirements:
  - (a) Upon receipt of the official transcript, the Academic Credit Coordinator will complete a Transfer of Credit form. The Academic Credit Coordinator will enter "K" credit on the form for those courses that have previous transfer approval from department chairpersons. The Academic Credit Coordinator will also review the transcript to identify other courses that may be transferable. Forms with additional courses which may be considered for transfer will then be reviewed by the chairperson(s).
  - (b) The chairperson will review the transcript and decide if the courses selected should or should not be given "K" credit for courses in his/her department offerings. The chairperson will also identify the degree requirements for which "special credit" will be applied. If additional information is needed before a decision can be made, the chairperson will indicate this to the Academic Credit Coordinator. The chairperson will also examine the transcript to see if other courses are acceptable for credit for courses or degree requirements in his/her department offerings.
  - (c) After the evaluation, the student will receive a copy of the Transfer of Credit form and a copy of a Columbus State transcript indicating the courses that have been accepted for transfer. Degree-seeking students will receive a degree audit report

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indicating the applicability of transferred courses. Regular transfer credit (transfer

credit awarded for specific courses offered by Columbus State Community College) is applicable to degree program graduation requirements in the same manner as the equivalent Columbus State Community College course credit.

- (d) When legitimate college credit is presented for a course for which there is not an equivalent course at Columbus State, but which meets the intent of a degree requirement, "special credit" shall be awarded for that course. Applicability of special credit to degree requirements shall be determined by the chairperson of the department responsible for that content area. Special credit will also be noted on the Transfer of Credit form and posted on the Columbus State transcript.
- (e) If a student believes additional courses should transfer and/or be applicable, the student should contact the Academic Credit Coordinator in the Records and Registration Office. The student must appeal applicability in writing within 90 calendar days of receiving initial notice of applicability of transfer credit. Within 20 calendar days, the chairperson(s) will re-evaluate credit transferability and/or applicability and notify the Academic Credit Coordinator in writing of the reason(s) for denying the appeal. The student will be notified in writing by the Director of Records and Registration, or a designee, within 10 calendar days of the outcome of the appeal, to include the reason(s) if the applicability is denied.
- (f) Students who wish to appeal the chairperson's decision concerning re-evaluation of applicability of credit must within 90 calendar days request in writing of the Director of Records and Registration to convene the college's Articulation and Transfer Appeals Committee. This Committee shall consist of one faculty member and two deans appointed by the Provost, the Director of Records and Registration, and the Director of Student Life. The committee shall meet within 20 calendar days of the Director of Records and Registration's receiving the student's written appeal. The student may submit to the Committee all pertinent information and may make a presentation to the Committee. The chairperson will be invited by the Committee to provide the reasons for his/her determination. Following these consultations, the Committee will decide

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whether and how much credit will be applicable. The Director of Records and Registration will inform the student in writing within 10 calendar days of the Committee's decision, to include the reason(s) if applicability is denied. Should the student wish to appeal the Committee's decision, the Director of Records and Registration will advise the student of the process for appealing the decision to the State Appeals Review Committee, Ohio Board of Regents; of the Review Committee's address; and of the 90-calendar-day period for filing an appeal.

- (3) The following process will be followed for the awarding of proficiency examination credit:
- (a) The candidate will arrange a meeting with the department chairperson who administers the course in which the proficiency examination is requested.
  - (b) The department chairperson or the chairperson's designee will review the candidate's qualifications to take the examination. If the qualifications are appropriate, a date will be set for the examination. Examinations for technical courses in the Nursing Technology curriculum are available to Nursing Technology students after their acceptance into the technology.
  - (c) After the examination date is set, but before the examination is given, the candidate must go to the Business Office and pay the fee determined by the college. A receipt from this payment must be made available to the examination administrator prior to the examination.
  - (d) Students who successfully complete the proficiency examination must fill in the appropriate sections of the Request for Proficiency (X) Credit form. The chairperson will then complete the form and forward the original and one copy of the form to the Academic Credit Coordinator in the Records and Registration Office.
  - (e) The proficiency examination credit is entered by the Academic Credit Coordinator into the student's transcript file as "X" credit. A copy of the transcript and this form are forwarded to the student for verification that the proficiency credit has been awarded and entered on his/her transcript file. A copy of the transcript is filed along with the original of the proficiency examination credit form.

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- (f) Proficiency examination credit is calculated as part of the earned credit hours but is not part of the grade point average.
  
- (4) Non-traditional (N) credit is awarded in recognition of the attainment of knowledge and skills judged to be of collegiate level and equivalent to a course offered by Columbus State Community College, but obtained through experiences or in settings other than traditional collegiate settings. These include military training programs; work experience; university extension programs; company training programs; professional seminars; self-study leading to certification or licensing; formal, non-credit continuing education courses; courses offered by non-collegiate schools or institutes judged equivalent to a course offered by Columbus State; and other like experiences. The following process will be followed for the awarding of non-traditional credit:
  - (a) Students who wish to request non-traditional credit will complete the Request for Non-Traditional (N) Credit form and meet with the chairperson of the department offering the course for which non-traditional credit is requested for a preliminary interview.
  - (b) In the preliminary interview, the department chairperson will share with the student the outcomes of the course for which non-traditional credit is sought and ask the student to describe the experiences by which he/she believes these course outcomes have been achieved. If the department chairperson determines there are sufficient grounds for considering a request for non-traditional credit, he/she shall accept the student as a candidate for non-traditional credit and assign the student to a faculty advisor for guidance in the preparation of a learning portfolio.
  - (c) With the assistance of the advisor, the student shall prepare a portfolio which shall document the attainment of the outcomes of the course(s) for which non-traditional credit is sought. The learning portfolio may include, as applicable, a list of short courses, seminars, workshops, or other learning experiences with supporting documents (certificates/letters, etc.); national examinations taken and results with supporting documents; courses or programs completed in the military services with supporting documents; self-employment information; and names of employers, employment dates, and names of supervisors. A list of all competencies which the

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applicant believes he or she has mastered and those which are of significance in determining credit to be approved must be included.

- (d) Upon completion of the portfolio, the faculty advisor shall evaluate the portfolio and submit the portfolio to the department chairperson with a recommendation to approve or deny the request for non-traditional credit.
- (e) The department chairperson will forward the decision as to non-traditional credit to be granted by completing the Request for Non-Traditional Credit Form and forwarding it, along with the portfolio, to the Academic Credit Coordinator in the Records and Registration Office. The Academic Credit Coordinator will process the credit granted and mail a copy of the non-traditional credit form to the student. The portfolio will be retained in the Records and Registration Office.
- (f) A student with only non-traditional credit on his/her academic records will be unable to obtain a transcript until the student has successfully completed a Columbus State course.
- (g) Non-traditional credit is calculated as part of the earned credit hours but not as part of the grade point average.