

TRANSFER OF CREDIT POLICY (INCLUDING MILITARY)

TRANSFER OF CREDIT

The term “transfer credits” refers to credits from an accredited university, business or junior college recognized by the US Department of Education or Council for Higher Education Accreditation. Transfer credit will be accepted on the basis of a valid transcript and the credits must be earned. Transfer credits must be similar in nature to courses offered by Ohio Business College. The College will accept PSEO (post-secondary enrollment option) transfer of credit as long as the courses fit into the College’s current curriculum and can be verified as college level courses. Should the program be a competency-based program, prior to acceptance of credit transfer, all competencies required in the transferring course(s) must be satisfied. Please contact the Campus Director or Department Head for transfer of credit.

Generally, credits that were earned more than seven years prior to the current year will not be considered for transfer. Awarded transfer credits that are applied consist of a minimum of three semester or four quarter credit hours and a grade of C or better must have been earned. Transfer credits will appear as a “T” on the student’s transcript and will be included in the PACE measurement of credits attempted and completed but not the CGPA calculation for satisfactory progress.

***NOTE** – those wishing to transfer credits must provide an official transcript by no later than the end of the first quarter of enrollment at Ohio Business College.

NOTE: Transfer of credit to another institution is strictly at the discretion of the receiving institution.

MILITARY TRANSFER CREDIT POLICY

In addition to our regular Transfer of Credit, Ohio Business College may accept Military Transfer Credit for students that have served in the U.S. Military and who desire to have their military training and experience considered for credit. Students have the option of transferring no more than the equivalent of 36 quarter credits into an associate degree and no more than 8 quarter credits into a business and trades diploma (may be a combination of college credit transfer and military transfer).

Eligibility for Military Transfer Credits

- ♦ Military transfer credit will be awarded utilizing ACE (American Council on Education) Guidelines. Military training and experience with a credit recommendation at the lower-division baccalaureate/associate degree category level is evaluated.
- ♦ An official Joint Services Transcript (JST) or Sailor-Marine American Council on Education Registry Transcript (SMART) must be sent to the Director of Education for review.

- ◆ A copy of the student's DD214 indicating an honorable discharge.
- ◆ Acceptance of Military Credit toward student's degree program may affect financial aid eligibility.
- ◆ Transfer credits:
 - ◆ Must be similar in nature to courses offered by the College. Acceptance of English and Math credits is dependent on the student's passing the Math and English entrance assessments and is at the discretion of the Campus Director.
 - ◆ Do not include any required prerequisites.
 - ◆ Will appear as a "T" on the student's transcript and will be included in the credits attempted and completed
 - ◆ For competency-based program prior to acceptance of credit transfer, all competencies required in the transferring course(s) must be satisfied.