# Course Transfer Policy Undergraduate

## Courses taken via consortium agreement

Undergraduate students receiving financial aid from Charter Oak for enrolled course(s) at another institution must have an official transcript with the final grade(s) sent to the Registrar's office within twenty-one (21) days after the end of the semester. Withdrawals, Failing, or low grades are not exempted from the transcript requirement. Charter Oak will determine the amount and level of credit based on policies approved by its faculty.

## General Transfer Credit

Charter Oak considers grades of D- and above for transfer when taken at a regionally accredited institution. Grades of C (2.0) or above are required in concentration and major courses, and Written Communication. Charter Oak will transfer credit that is applicable to the current degree(s) associated with a student's record; credits in excess of those required to complete the requirements of a current degree will not be applied. Neither the Cornerstone nor the Capstone course may be taken at another institution; these courses are considered residency credits and must be taken at Charter Oak State College.

Transfer credit for courses that may apply towards a Major with external program accreditation may be limited within a specific major, have program accreditation requirements at the sending institution, or have a higher grade threshold that must be met for acceptance. Please see the individual catalog page for Majors with Program accreditation for credit and grade restrictions or contact the Registrar's Office. Program Directors will be consulted for final determination of transfer credit where appropriate.

Charter Oak will allow 9 credits from a completed graduate program to be applied toward a Charter Oak undergraduate degree. The credits must fulfill a specific requirement in the undergraduate program. Graduate courses in transfer may not be used as electives in an undergraduate degree program.  Graduate courses transferred in to meet undergraduate requirements may not be used as part of a future graduate program at Charter Oak

## Graduate

Graduate students can transfer in up to six (6) credits of course work from other regionally accredited institutions. They may also earn an additional six (6) credits through Credit for Prior Learning (CPL). The credits must be equivalent to the content offered in one of the required courses of the program.

Transfer credits can be no more than 10 years old and will only be accepted with grades of B or higher in courses substantially similar in content, and equivalent in term credit hours, to those offered at Charter Oak State College. The final determination of transfer credit is made by the Graduate Program Director in conjunction with the Registrar.

Transfer credits will be calculated in the student's Career Graduate GPA. Courses with a grade of P/F (Pass/Fail) or S/U (Satisfactory/ Unsatisfactory) will not be accepted toward the student's Graduate program.

## Connecticut State Colleges and Universities (CSCU) Transfer Ticket Degrees

CSCU's Transfer Ticket associate degree programs provide pathways for community college students to complete bachelor's degree programs at Connecticut State Universities (Central, Eastern, Southern, and Western) and Charter Oak State College by maximizing transfer credits towards a bachelor's degree in that same discipline. Students will be able to transfer, apply to competitive admissions majors, and complete their BA/BS degree with the same course requirements as students who start at a CSU or COSC. Upon completion of a Transfer Ticket AS Degree at CT State Community College, students will be guaranteed to have only 60 credits (or fewer) remaining in the reciprocal Bachelor's Degree at the four-year institution.

The Transfer Ticket Programs available at Charter Oak State College include:

- Business Administration
- Computer Science (to Software Development)
- Criminology (to Criminal Justice)
- Psychology
- Sociology
- Social Work Studies

Please visit www.ct.edu/transfer for details.

## CT State Transfer Credit Alignment

The Connecticut State Colleges and Universities (CSCU) General Education Transfer Credit Alignment Policy provides transparency on how CT State General Education courses will be applied to a CSCU four-year institution degree. Each course that a student uses to complete a General Education requirement at CT State will be applied to meet a General Education requirement at the receiving institution (or, in rare cases, progress a student toward completion). Mapping CT State General Education categories directly to General

Education requirements at the CSCU four-year institutions will eliminate any guess work associated with course transferability and application toward a degree. Policy (BR-24, Policy #1.26, approved 6/27/2024)

Charter Oak State College, as part of the Connecticut State Colleges and University System, is committed to facilitating a smooth and efficient academic transition for students transferring from CT State Community College. The CSCU General Education Transfer Credit Alignment Policy is designed to standardize the process of transferring general education credits by establishing a clear framework based on the alignment of broad competency categories. This alignment of Charter Oak State College and CT State Community College's General Education Outcomes aims to enhance academic flexibility, minimize barriers to credit transfer and general education satisfaction, and support the overarching goal of student success within the CSCU System.

## Category to Category Mapping for Academic Year 2026-2027

| Framework30 | Credits | Charter Oak State College | Credits |
|---|---|---|---|
| Written Comm I | 3 | Written Communication 1 (WC1)<br>*Grade of C (2.0) or higher required* | 3 |
| Written Comm II | 3 | Written Communication 2 (WC2)<br>*Grade of C (2.0) or higher required* | 3 |
| Arts and Humanities[1] | 3-4 | Arts and Humanities (ARH) | 3 |
| Social and Behavioral Sciences | 3 | Social/Behavioral Science (SBS) | 3 |
| Historical Knowledge | 3 | Historical Knowledge (HIS) | 3 |
| Scientific Reasoning[2] | 3 | Scientific Reasoning (SRE) | 3 |
| Scientific Knowledge and Understanding[2] | 3-4 | Scientific Knowledge/ Understanding (SKU) | 3-4 |
| Oral Communication | 3 | Oral Communication (ORC) | 3 |
| Continued Learning and Information Literacy | 3 | Information Literacy (INF) OR Digital Literacy (DIG) | 3 |
| Quantitative Reasoning[3] | 3 | Quantitative Reasoning (QTR)<br>*(Math 1012 and higher, addt'l req vary by Major, consult the catalog page for your Major)* | 3 |
| | | Information Literacy (INF) OR Digital Literacy (DIG)<br>*whichever not satisfied by above* | 3 |
| | | Innovative Thinking (INV) | 3 |
| | | Diversity, Equity, Inclusion (DEI) | 3 |
| | | Total | 40-41 |

1. **Arts and Humanities:** Charter Oak State College will accept Elementary I World Language courses as Arts and Humanities. Up to 6 credits of ESL Level 4 and 5 are acceptable in transfer as overall Liberal Arts electives toward a degree.
2. **Scientific Reasoning / Scientific Knowledge and Understanding:**
   - Students pursuing the AS degree in Early Childhood Education or Paraprofessional Studies are required to complete either Scientific Reasoning (SRE) or Scientific Knowledge (SKU). Please see the Program page for those Majors.
   - Students in BS/BA Majors other than Health Information Management who have completed *one four-credit lab science course and one three-credit non lab course*

     *or*

*two four-credit lab science courses*, will have met both the Scientific Reasoning (SRE) and Scientific Knowledge (SKU) requirements
    - Students pursuing the BS in Health Information Management who have completed *one four-credit lab science course will have met the Scientific Reasoning Requirement (SRE).* To satisfy the Scientific Knowledge (SKU) requirement, two prescribed courses must be taken. See Health Information Management Catalog page for details.
3. **Quantitative Reasoning:** Charter Oak State College will accept MATH courses numbered 1012 and higher as meeting the Quantitative Reasoning requirement in the Gen Ed for all Majors other than Health Information Management (see catalog page). Specific Majors may require an additional course in Statistics as a Major requirement or course prerequisite; please consult the appropriate catalog page for your intended Major.

Students who have completed a course from CT State in one of the Framework30/Core competency categories listed above and did not receive appropriate Gen Ed transfer credit in the aligned category at Charter Oak, should direct all inquiries to the Registrar's Office in writing.

## Transfer Credit Course Review

Undergraduate students who believe that a transfer course has not been given a correct course equivalency during the evaluation process may submit a written request for review. The request should include the institution, prefix, and title of the specific course(s) along with the equivalency or requirement the student believes it should meet. A rationale for the request should be included along with sufficient supporting documentation (course description, syllabi, student learning outcomes). Supporting documentation (syllabi, etc) must be relevant to the time period in which the course was originally taken. Course review requests will be examined by a senior transfer credit evaluator in the Registrar's Office and students will receive a response in writing. If a student is not satisfied with the outcome of the review by the evaluator, they may appeal the decision in writing to the Registrar.

The appeal should contain the same information required for the initial review (see above) along with any additional explanations or arguments the student wishes to have considered. The Registrar will consider the appeal within 14 business days of receipt. In the deliberations, the Registrar may consult with appropriate subject-matter Faculty experts and may affirm, reject, modify, or adjust the transfer credit evaluation as deemed appropriate. The student will be informed in writing of the College's decision. The decision of the Registrar is final.