

Course Transfer Policy

Undergraduate

If an undergraduate student is receiving financial aid from Charter Oak, the student must send the transfer transcript to the Registrar's office regardless of the grade earned within twenty one (21) days after the end of the semester. Only grades higher than F are accepted in transfer. Charter Oak will determine the amount and level of credit based on policies approved by its faculty.

Charter Oak accepts in transfer grades of D- and above. Grades of C (2.0) or above are required in concentration and major courses, and English Composition. Neither the Cornerstone nor the Capstone course may be taken at another institution; these courses must be taken at Charter Oak State College.

Charter Oak will allow 9 credits from a completed graduate program to be applied toward any Charter Oak undergraduate degree. The major or concentration must be 36 credits or more and the graduate credits subsume or duplicate the undergraduate credits. If the undergraduate major/concentration is less than 36 credits, no more than 6 credits will be accepted in transfer. 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 without losing any credits in transfer 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 in the same time and with the same course requirements as students who start at a CSU or COSC.

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

- Business Administration
- Communication
- Criminal Justice
- ECTC
- English with a Literature Focus
- History
- Political Science
- Psychology
- Sociology

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

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.