
COLUMBUS STATE UNIVERSITY

Policy Name:	Interim Policy on Undergraduate Transfer Credit Acceptance
Policy Owner:	Provost and Executive Vice President
Responsible University Office:	Office of the Provost and Executive Vice President; Office of the Registrar; and Office of Enrollment Management
Approval Date:	July 20, 2021
Effective Date:	July 20, 2021
Revisions:	None
Policy Number:	TBD
Related Policies:	Transfer Credit (Undergraduate) ; Academic Catalog

I. PURPOSE AND SCOPE OF POLICY

The purpose of this policy is to govern which undergraduate transfer courses will be accepted by Columbus State University (CSU) based on their potential to contribute productively to a CSU program of study.

II. DEFINITIONS

For the purpose of applying and interpreting this Policy, the following terms are defined, as follows.

1. **Accepted course** – refers to a course that CSU will count in its tabulation of the student’s credit hours earned and include on the student’s CSU transcript.
2. **Transfer course** – refers to a course taken at another college or university.

III. UNDERGRADUATE TRANSFER CREDIT ACCEPTANCE

CSU recognizes credit earned at a college or university that is accredited by an agency recognized by the Council on Higher Education Accreditation (CHEA). CSU accepts college level credits completed at accredited post-secondary institutions for transfer credit according to the following requirements:

1. Transfer courses with grades of F, W, WF, or U will not be articulated on the student's CSU transcript.
2. Transfer courses with the grade of D are processed according to the level of the course, as specified below.
3. A student may submit a request to count an unaccepted course by following the Transfer Acceptance Procedures detailed separately.
4. Lower level courses (1000- and 2000-level) will be accepted for transfer credit with a grade of D or better, with the exception of English composition courses (ENGL 1101 and ENGL 1102). However, students should be aware that a grade of D usually is not sufficient to fulfill other course prerequisites.
5. To be acceptable for transfer credit, English composition courses (ENGL 1101 and ENGL 1102) must have been completed with a grade of C or higher.
6. To be acceptable for transfer credit, upper-level classes (3000 and above) must have been completed with a grade of C or higher. Requests for exceptions to this may be directed to the department that houses the student's major according to the Transfer Acceptance Procedures detailed separately. However, the student should carefully consider the potential ramifications for financial aid eligibility before submitting a request since the acceptance of credit is non-reversible, even if the student changes majors.
7. If courses were taken on a Pass/Fail basis, a grade of Pass must be equivalent to a grade of C or better.
8. Vocational and occupational courses for which CSU does not have an equivalent are not acceptable for transfer credit.