Transfer Student Admission

A transfer student is anyone who wishes to enroll in an undergraduate degree program at Miami and who has attended a college or university other than Miami after graduating from high school. If you have registered for one or more courses at another college after high school regardless of whether or not credit was granted, or entered the military, you must apply for admission as a transfer student. If you have earned Advanced Placement credit or college credit while attending high school or during the summer following your admission to Miami, you are not considered a transfer student.

Information on transfer admission and services can be found in the Transfer Viewbook, available from the Office of International and Transfer Admission.

Admission Requirements

You are required to have earned a high school diploma, be in good standing in all respects at your prior institution(s), and have a minimum of 2.00 GPA on your college courses to be eligible for transfer admission. Transfer students are responsible for meeting all requirements that are in effect when they first enroll as degree candidates.

Admission Prerequisites

If you graduated from high school after 1985, you are required to complete admission prerequisites to earn a baccalaureate degree. These are listed under “High School Preparation” in this chapter. If you did not complete these specific curriculum standards in high school or at the college(s) you attended, you must fulfill them in the same manner described for beginning freshmen.

Housing Requirement

If you are a freshman or sophomore transfer student who has registered for twelve or more credit hours, you are required to live in university housing. You are not required to live in university housing if you will commute from your parents’ or legal guardian’s home; if you are married or live with dependent children; have matriculated full-time for at least two years at another institution, or if you are at least 21 years of age before the first day of classes. For students not required to live in University housing, University housing is not guaranteed.

Limited Admission to Programs

Transfer admission to some programs is limited, requiring perhaps a higher GPA and, in some cases, upperclass standing. These programs include:

- **College of Arts and Science**
  - Speech pathology and audiology: Selective admission based on cumulative GPA (3.00) and pre-major courses GPA (3.00). Student must complete SPA 127, SPA 222, and SPA 223, and SPA 225 before accepted to the major.
  - **College of Creative Arts**: Contact the appropriate department as soon as possible for specific requirements.

- **Architecture**: 3.00 GPA; submission of a portfolio; fall semester admission only (portfolio review in prior spring semester). Enrollment is on a space-available basis.
- **Art education**: Completion of a minimum of six semester hours of studio art, enrollment in an additional six hours of studio art, completion of ART 195, and submission of a portfolio, written statement of intent and commitment to art education, and resume. Enrollment is on a space-available basis. Portfolio reviews occur both fall and spring semesters.
- **Art (Studio)**: Completion of a minimum of six semester hours of studio art, enrollment in an additional six hours of studio art, and submission of a portfolio. Enrollment is on a space-available basis. Contact the department as soon as possible for specific requirements. Portfolio reviews occur both fall and spring semesters.
- **Communication design**: Completion of ART 151, completion of or enrollment in ART 102, ART105, ART 111, and ART121, and submission of a portfolio. Enrollment is on a space-available basis. Portfolio reviews occur during spring semester.
- **Interactive Media Studies**: 3.00 GPA; application includes creating a website; enrollment is on a space-available basis.
- **Interior Design**: 3.00 GPA; submission of a portfolio; fall semester admission only (portfolio review in prior spring semester). Enrollment is on a space-available basis.
- **Music, music composition, music education, and music performance**: Audition, application, or portfolio required; enrollment is on a space-available basis.
- **Theatre**: Audition/interview required; enrollment is on a space-available basis.
- **College of Education, Health and Society**
  - **Adolescent Young Adult and Foreign Language Education**: 45 semester hours with a 2.75 GPA at transfer institution and completion of courses equivalent to EDL 204, EDP 201, and EDT 190 and equal to 30 semester hours of specific equivalent content courses required in desired teaching area. Enrollment is on space-available basis. Science, mathematics, and foreign language majors are encouraged to apply. Contact the Department of Teacher Education for specific requirements.
  - **Early Childhood Education**: Not available; however, a transfer student may apply for admission as a pre-major.
  - **Middle Childhood Education**: 45 semester hours with 2.75 GPA at transfer institution and completion of courses equivalent to EDL 204 and equal to four content courses specifically required in each of the two desired concentration areas. Enrollment is on space-available basis. Contact the Department of Teacher Education for specific requirements.
  - **Inclusive Special Education admission requirement**: Minimum of 15 hours of coursework with a grade-point average of 2.75 or higher, completion of EDP 201 or equivalent, 100 hours of documented service work (volunteer or paid) with persons with disabilities, and a one-page essay. This one page essay should be a description of your current philosophy of and interest in educating learners with exceptionalities. Acceptance to the major is contingent on space available.
  - **College of Engineering and Computing**: Admission is not limited for any programs in the College of Engineering and Computing. Transfer credit is evaluated as described on the “Credit Evaluations” page. Note that coursework from technology programs (e.g. engineering technology, information technology) will generally not apply to requirements for engineering and computer science majors.
• **College of Liberal Arts and Applied Science**  
  **Nursing:** Admission to this program is selective and competitive. To be considered for admission to the program, you must meet the following minimum criteria:
  - be a current high school student with a composite ACT of 23 or SAT of 1060, a cumulative GPA of 3.00, and a cumulative GPA of 3.00 GPA
  - have completed 12 semester hours (100 level or higher) with a cumulative GPA of 2.70 and a grade of C or better in two of the following courses or their equivalents: BIO 171, BIO 172; CHM 131; or MBI 161.

For complete details on admission and progression criteria, please see the Bulletin at: BSN 4Year and RN-BSN completion.

• **Farmer School of Business:** To be admitted to the Farmer School of Business as a transfer student from another college/university, a student must have earned 30 graded credit hours of college or university transfer credit post high school graduation. Students must have also earned an overall GPA of 3.50 or higher in all graded credit hours earned after high school graduation, which must include MTH 151 and ECO 201 equivalents (via AP, college credit plus, or transfer courses). More information is available at: [http://miamioh.edu/fsb/admission/transfer/index.html](http://miamioh.edu/fsb/admission/transfer/index.html).

Veteran students planning to apply to the Farmer School of Business are encouraged to consult with an advisor in the Farmer School of Business. Questions may be directed to the FSB Student Services Office at (513) 529-1712.

### Transfer and Articulation Policy

#### Institutional Transfer

The Ohio Department of Higher Education in 1990, following a directive of the 119th Ohio General Assembly, developed the Ohio Articulation and Transfer Policy to facilitate students’ ability to transfer credits from one Ohio public college or university to another in order to avoid duplication of course requirements. A subsequent policy review and recommendations produced by the Articulation and Transfer Advisory Council in 2004, together with mandates from the 125th Ohio General Assembly in the form of Amended Substitute House Bill 95, have prompted improvements of the original policy. Additional legislation from the 125th Ohio General Assembly also initiated the development of a statewide system for articulation agreements among state institutions of higher education for transfer students pursuing teacher education programs.

Action by the 126th Ohio General Assembly led to the establishment of criteria, policies, and procedures for the transfer of technical courses completed through a career-technical education institution; and standards for the awarding of college credit based on Advanced Placement (AP) test scores.

Legislation from the 130th Ohio General Assembly required public institutions of higher education to: use baseline standards and procedures in the granting of college credit for military training, experience, and coursework; establish an appeals process for resolving disputes over the awarding of credit for military experience; provide specific assistance and support to veterans and service members; adopt a common definition of a service member and veteran; and establish a credit articulation system in which adult graduates of public career-technical institutions who complete a 900 clock-hour program of study and obtain an industry-recognized credential approved by the Chancellor shall receive 30 college technical credit hours toward a technical degree upon enrollment.

While all public colleges and universities are required to follow the Ohio Articulation and Transfer Policy, independent colleges and universities in Ohio may or may not participate in the transfer policy. Therefore, students interested in transferring to independent institutions are encouraged to check with the college or university of their choice regarding transfer agreements. In support of improved articulation and transfer processes, the Ohio Department of Higher Education Department of Higher Education has established an articulation and transfer clearinghouse to receive, annotate, and convey transcripts among public colleges and universities. This system is designed to provide standardized information and help colleges and universities reduce undesirable variability in the transfer credit evaluation process.

### Acceptance of Transfer and Articulated Credit

**Application of Transfer and Articulated Credit**

*Application of credit* is the decision process performed by the receiving institution to determine how the credits accepted and recorded on the student's official academic transcript will or will not apply toward program and degree requirements. While the receiving institution makes this decision, it will do so within the parameters of this Policy.

The following guidelines and requirements shall govern the application of transfer and articulated credit:

#### Ohio Transfer Module

The Ohio Department of Higher Education’s Articulation and Transfer Policy established the Ohio Transfer Module, which may be a subset or the entire set of a public higher education institution’s general education curriculum in Associate of Arts (AA), Associate of Science (AS) and baccalaureate degree programs. Students in applied associate degree programs may complete some individual Ohio Transfer Module courses within their degree program or continue beyond the degree program to complete the entire Transfer Module. The Ohio Transfer Module contains 36-40 semester or 54-60 quarter hours of course credit in English composition (minimum of 3 semester or 5 quarter hours); mathematics, statistics and logic (minimum of 3 semester or 3 quarter hours); arts and humanities (minimum of 6 semester or 9 quarter hours); social sciences (minimum of 6 semester or 9 quarter hours); and natural sciences
(minimum of 6 semester or 9 quarter hours. Oral communication and interdisciplinary areas may be included as additional options. Additional elective hours from among these areas make up the total hours for a completed Ohio Transfer Module. Courses for the Ohio Transfer Module should be 100- and 200-level general education courses commonly completed in the first two years of a student's course of study. Each public university and technical and community college is required to establish and maintain an approved Ohio Transfer Module.

Ohio Transfer Module course(s) or the full module completed at one college or university will automatically meet the requirements of individual Ohio Transfer Module course(s) or the full Ohio Transfer Module at another college or university once the student is admitted. Students may be required, however, to meet additional general education requirements at the institution to which they transfer. For example, a student who completes the Ohio Transfer Module at Institution S (sending institution) and then transfers to Institution R (receiving institution) is said to have completed the Ohio Transfer Module portion of Institution R's general education program. Institution R, however, may have general education courses that go beyond its Ohio Transfer Module. State policy initially required that all courses in the Ohio Transfer Module be completed to receive its benefit in transfer. However, subsequent policy revisions have extended this benefit to the completion of individual Ohio Transfer Module courses on a course-by-course basis.

### Transfer Module (TM) for Miami University

**Important:** Please refer to the Courses of Instruction section for a full course description and other details.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>English</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 111</td>
<td>Composition and Rhetoric</td>
<td>3</td>
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<tr>
<td>ENG 112</td>
<td>Composition and Literature</td>
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<tr>
<td><strong>Mathematics and Statistics</strong></td>
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<td>Select three hours of the following:</td>
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<tr>
<td>MTH 104</td>
<td>Precalculus with Algebra</td>
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<tr>
<td>MTH 125</td>
<td>Precalculus</td>
<td></td>
</tr>
<tr>
<td>MTH 151</td>
<td>Calculus I</td>
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<tr>
<td>MTH 249</td>
<td>Calculus II</td>
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</tr>
<tr>
<td>MTH 251</td>
<td>Calculus II</td>
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<tr>
<td>STA 261</td>
<td>Statistics</td>
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<tr>
<td><strong>Arts/Humanities</strong></td>
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<td>Select at least three hours of the following:</td>
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<tr>
<td>ARC 188</td>
<td>Ideas in Architecture</td>
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<tr>
<td>ARC 221</td>
<td>History of Architecture I</td>
<td></td>
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<tr>
<td>ARC 222</td>
<td>History of Architecture II</td>
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<tr>
<td>ART 181</td>
<td>Concepts in Art</td>
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<tr>
<td>ART 187</td>
<td>History of Western Art: Prehistoric-Gothic</td>
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<tr>
<td>ART 188</td>
<td>History of Western Art: Renaissance - Modern</td>
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<tr>
<td>ART 189</td>
<td>History of Western Dress</td>
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<tr>
<td>ART 233</td>
<td>Global Perspectives on Dress</td>
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<tr>
<td>ART 286</td>
<td>History of Asian Art, China, Korea, and Japan</td>
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<tr>
<td>MUS 135</td>
<td>Understanding Jazz, Its History and Context</td>
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<tr>
<td>MUS 185</td>
<td>The Diverse Worlds of Music</td>
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<tr>
<td>MUS 189</td>
<td>Great Ideas in Western Music</td>
<td></td>
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<tr>
<td>THE 101</td>
<td>Introduction to Theatre: Drama and Analysis</td>
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<tr>
<td>THE 191</td>
<td>Experiencing Theatre</td>
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<tr>
<td>Select six hours from two different areas of the following:</td>
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<tr>
<td>AMS 205</td>
<td>Introduction to American Cultures</td>
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<tr>
<td>CHI 255</td>
<td>Drama in China and Japan in Translation</td>
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<tr>
<td>or JPN 255</td>
<td>Drama in China and Japan in English Translation</td>
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<tr>
<td>CLS 121</td>
<td>Introduction to Classical Mythology</td>
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<tr>
<td>EDL 204</td>
<td>Sociocultural Studies in Education</td>
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<tr>
<td>ENG 122</td>
<td>Popular Literature</td>
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<tr>
<td>ENG 123</td>
<td>Introduction to Poetry</td>
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<tr>
<td>ENG 124</td>
<td>Introduction to Fiction</td>
<td></td>
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<tr>
<td>ENG 125</td>
<td>Introduction to Drama</td>
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<tr>
<td>ENG 134</td>
<td>Introduction to Shakespeare</td>
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<tr>
<td>ENG 163</td>
<td>Literature and Travel</td>
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<tr>
<td>ENG 272</td>
<td>English Literature 1660</td>
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<tr>
<td>ENG 273</td>
<td>English Literature 1660-1900</td>
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<td>ENG 274</td>
<td>English Literature 1901 to Present</td>
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<td>ENG 275</td>
<td>American Literature to 1900</td>
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<td>FRE 131</td>
<td>Masterpieces of French Culture in Translation</td>
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<tr>
<td>FST 201</td>
<td>Film History and Analysis</td>
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<tr>
<td>GER 231</td>
<td>Folk and Literary Fairy Tales</td>
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<tr>
<td>HST 111</td>
<td>Survey of American History</td>
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<tr>
<td>HST 112</td>
<td>Survey of American History</td>
<td></td>
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<tr>
<td>HST 224</td>
<td>Africa to 1884</td>
<td></td>
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<tr>
<td>or BWS 224</td>
<td>Africa to 1884</td>
<td></td>
</tr>
<tr>
<td>PHL 103</td>
<td>Society and the Individual</td>
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<tr>
<td>PHL 104</td>
<td>Purpose or Chance in the Universe</td>
<td></td>
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<tr>
<td>PHL 105</td>
<td>Theories of Human Nature</td>
<td></td>
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<tr>
<td>PHL 131</td>
<td>Introduction to Ethics</td>
<td></td>
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<tr>
<td>REL 101</td>
<td>Introduction to the Study of Religion</td>
<td></td>
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<tr>
<td>REL 314</td>
<td>Social and Religious History of the Jewish People</td>
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<tr>
<td>RUS 137</td>
<td>Russian Folklore</td>
<td></td>
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<tr>
<td>RUS 255</td>
<td>Russian Literature in English Translation From Pushkin to Dostoevsky</td>
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<tr>
<td>or ENG 255</td>
<td>Russian Literature in English Translation From Pushkin to Dostoevsky</td>
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<tr>
<td><strong>Social Sciences</strong></td>
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<tr>
<td>Select six hours from two different areas of the following:</td>
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<tr>
<td>ATH 155</td>
<td>Introduction to Anthropology</td>
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<tr>
<td>CRE 151</td>
<td>Introduction to Critical Race and Ethnic Studies</td>
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<tr>
<td>ECO 201</td>
<td>Principles of Microeconomics</td>
<td></td>
</tr>
<tr>
<td>ECO 202</td>
<td>Principles of Macroeconomics</td>
<td></td>
</tr>
</tbody>
</table>
EDP 201  Human Development and Learning in Social and Educational Contexts
FSW 261  Diverse Family Systems Across the Life Cycle
GEO 101  Global Forces, Local Diversity
GEO 111  World Regional Geography: Patterns and Issues
GTY 154  Big Ideas in Aging
KNH 276  Current Issues in Leisure and Sport
MAC 143  Introduction to Media
MAC 241  American Political System
POL 261  Public Administration
POL 261  Public Administration
PSY 111  Introduction to Psychology
SOC 151  Social Relations
SPA 223  Theories of Language Development
WGS 201  Introduction to Women's Studies

World Cultures
Select three hours of the following:

ATH 175  Peoples of the World
GEO 208  The Rise of Industrialism in East Asia
or ITS 208  The Rise of Industrialism in East Asia
or SOC 208  The Rise of Industrialism in East Asia
CLS 101  Greek Civilization in its Mediterranean Context
GEO 111  World Regional Geography: Patterns and Issues
BWS 224  Africa to 1884
or HST 224  Africa to 1884
BWS 225  The Making of Modern Africa
or HST 225  The Making of Modern Africa
HST 197  World History to 1500
HST 198  World History Since 1500
IDS 159  Strength Through Cultural Diversity
ITS 201  Introduction to International Studies
LAS 207  Latin America before 1910
LAS 208  Introduction to Latin America
POL 221  Comparative Politics
POL 271  World Politics

Natural Sciences
Select nine hours. One course must include a laboratory.

BIO 176  Ecology of North America
BIO 191  Plant Biology
MBI 111  Microorganisms and Human Disease
MBI 121  The Microbial World
MBI 123  Experimenting with Microbes

Physical Science
Select at least three hours of the following: 3

CHM 111  Chemistry in Modern Society
CHM 111L  Chemistry in Modern Society Laboratory
CHM 141  College Chemistry
CHM 144  College Chemistry Laboratory
EDT 181  Physical Science
EDT 182  Physical Science
GEO 181  Earth's Physical Environment
GLG 111  The Dynamic Earth
GLG 115L  Understanding the Earth
GLG 121  Environmental Geology
GLG 141  Geology of U.S. National Parks
PHY 101  Physics and Society
PHY 103  Concepts in Physics Laboratory
PHY 111  Astronomy and Space Physics
PHY 118  Introduction to Atmospheric Science
PHY 121  Energy and Environment
PHY 191  General Physics with Laboratory I
PHY 192  General Physics with Laboratory II

Transfer Assurance Guides (TAGS)
Transfer Assurance Guides (TAGs) comprise Ohio Transfer Module courses and additional courses required for an academic major called TAG courses. A TAG is an advising tool to assist Ohio University and community and technical college students in planning for specific majors and making course selections that will ensure comparable, compatible, and equivalent learning experiences across Ohio's public higher education system. A number of area-specific TAG pathways in meta majors including the arts, humanities, business, communication, education, health, mathematics, science, engineering, engineering technologies, and the social sciences, and foreign languages have been developed by faculty teams.

TAGs empower students to make informed course selection decisions and plans for their future transfer. Advisors at the institution to which a student wishes to transfer should also be consulted during the transfer process. Students may elect to complete the full TAG or any subset of courses from the TAG. Because of specific major requirements, early identification of a student's intended major is encouraged. More information can be found on the Ohio Department of Higher Education website http://www.ohiohighered.org/transfer/tag.

Career-Technical Assurance Guides (CTAGS)
Collaboration among the Ohio Department of Higher Education, the Ohio Department of Education, and other key stakeholders led to the development of policies and procedures to create statewide discipline specific articulation agreements and further ensure that students
completing coursework at an adult or secondary career-technical institution can transfer agreed-upon technical courses/programs to any Ohio public institution of higher education “without unnecessary duplication or institutional barriers.”

Career-Technical Assurance Guides (CTAGs) are statewide articulation agreements that guarantee the recognition of learning which occurs at public adult and secondary career-technical institutions and have the opportunity for the award of college credit toward technical courses/programs at any public higher education institution. CTAGs serve as advising tools, identifying the statewide content guarantee and describing other conditions or obligations (e.g., program accreditation or industry credential) associated with the guarantee. For more information, visit the Ohio Board of Regents website http://www.ohiohighered.org/transfer/ct2.

One-Year Option Credit Award
The One-Year Option builds upon Ohio’s articulation and transfer system to help more adults accelerate their preparation for work by earning a technical associate degree. Consistent with the philosophy of the Career-Technical Assurance Guides (CTAGs), the One-Year Option guarantees that college credit will be awarded for college-level learning that occurs through adult programs at career-technical centers.

Adults who complete a career-technical education program of study consisting of a minimum of 900 clock-hours and achieve an industry-recognized credential approved by the Chancellor shall receive thirty (30) semester hours of technical course credit toward a standardized Associate of Technical Study Degree (ATS) upon matriculation at a public institution of higher education that confers such a degree. The 30 semester hours will be awarded as a block of credit rather than credit for specific courses. Proportional credit is awarded toward the ATS degree for adults who complete a program of study between 600 and 899 clock hours.

The credit earned through the One-Year Option will be applied to ATS degrees bearing the following standardized degree titles:

1. Associate of Technical Study in Building and Industrial Technology
2. Associate of Technical Study in Business Technology
3. Associate of Technical Study in Health and Allied Health Technology
4. Associate of Technical Study in Information Technology
5. Associate of Technical Study in Services Technology

Military Transfer Assurance Guides (MTAGs)
In response to the legislative requirement (Ohio Revised Code 3333.164) to create a military articulation and transfer assurance guide for college credit that is earned through military training, experience, and coursework, college credit will be granted to students with military training, experience, and/or coursework that is recognized by the American Council on Education (ACE) or regionally accredited military institutions, such as the Community College of the Air Force.

In order to streamline the awarding, transferability, and applicability of college credit, service members and veterans are guaranteed to earn certain types of credit(s) or course(s) as specified in the Military Transfer Assurance Guides (MTAGs), which are based on the endorsed baseline standards and procedures by the Chancellor. Equivalent course(s), credits for courses, or block of credit is to be awarded and applied towards general education and/or major course requirements at the receiving institution in accordance with the MTAG guarantee. There is some training, experience, and coursework that the receiving institution may be able to award college credit only toward general or free electives.

In addition, public institutions of higher education shall ensure that equivalent appropriate credit is awarded for military training, experience, and coursework that meet the baseline standards and procedures according to the Ohio Revised Code 3333.164. This requirement goes beyond credit/course awarded based on the MTAG alignment process. More information will be forthcoming and posted on the Ohio Department of Higher Education website http://www.ohiohighered.org.

Apprenticeship Pathway Programs
The Apprenticeship Pathways initiative advocates for individuals completing apprenticeships by incorporating their learning into academic credit, thereby saving them time and money and encouraging them to advance their academic credentials to contribute to a strong, educated workforce.

Ohio apprenticeship programs partner with public community colleges to provide technology-specific statewide articulation agreements that recognize non-traditional prior learning. College credit is awarded toward a technical associate degree. Each agreement simplifies student advising by outlining how apprenticeship training in a certain pathway applies to an applied associate degree and lists remaining courses required to complete the degree. The application of the credit toward a technical associate degree in these agreements is guaranteed at the participating receiving institution.

Conditions for Transfer Admission
1. Graduates with associate degrees from Ohio’s public institutions of higher education and a completed, approved Ohio Transfer Module shall be admitted to a public institution of higher education in Ohio, provided their cumulative grade-point average is at least 2.0 for all previous college-level courses. Further, these students shall have admission priority over graduates with an out-of-state associate degree and other transfer students with transferable and/or articulated college credit.
2. Associate degree holders who have not completed the Ohio Transfer Module from an Ohio public institution of higher education will be eligible for preferential consideration for admission as transfer students as long as the institution’s admission criteria, such as the minimum academic standards, space availability, adherence to deadlines, and payment of fees, are fairly and equally applied to all undergraduate students.
3. In order to encourage completion of the baccalaureate degree, students who are not enrolled in or who have not earned an Associate of Arts (AA) or Associate of Science (AS) degree but have earned 60 semester/90 quarter hours or more of credit toward a baccalaureate degree with a cumulative grade-point average of at least 2.0 for all previous college-level courses will be eligible for preferential consideration for admission as transfer students as long as the institution’s admission criteria, such as the minimum academic standards, space availability, adherence to...
deadlines, and payment of fees, are fairly and equally applied to all undergraduate students.

4. Students who have not earned an associate degree or who have not earned 60 semester/90 quarter hours of credit with a grade-point average of at least a 2.0 for all previous college-level courses will be eligible for admission as transfer students on a competitive basis.

5. Incoming transfer students admitted to a college or university shall compete for admission to selective programs, majors, and units on an equal basis with students native to the receiving institution.

Admission to a given institution, however, does not guarantee that a transfer student will be automatically admitted to all majors, minors, or fields of concentration at the institution. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as native students. Furthermore, transfer students shall be accorded the same class standing and other privileges as native students on the basis of the number of credits earned. All residency requirements must be completed at the receiving institution.

Responsibilities of Students

To maximize transfer credit application, prospective transfer students must take responsibility for planning their course of study to meet both the academic and non-academic requirements of the institution to which they desire to articulate or transfer credit as early as possible. The student is responsible to investigate and use the information, advising, and other available resources to develop such a plan. Students should actively seek program, degree, and transfer information; meet with an advisor from both the current and receiving institutions to assist them in preparing a course of study that meets the academic requirements for the program/degree to which they plan to transfer; use the various electronic course/program transfer and applicability database systems, including Ohio Transfer to Degree Guarantee web resources; and select courses/programs at their current institution that satisfy requirements at the receiving institution to maximize the application of transfer credit. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer. Furthermore, students should determine if there are foreign language requirements or any special course requirements that can be met during the freshman or sophomore year. This will enable students to plan and pursue a course of study that will better articulate with the receiving institution’s major.

Appeals Process

Following the evaluation of a student transcript from another institution, the receiving college institution will provide the student with a Statement of Transfer Credit Applicability (Degree Audit Report). A student disagreeing with the application of transfer credit by the receiving institution must file his/her appeal in writing within ninety (90) days of receipt of the statement of transfer credit applicability. The institution shall respond to the appeal within 30 days of the receipt of the appeal at each appeal level.

Student Complaints Following Transfer Appeals at the Receiving Institution

After a student exhausts the appeals process at the receiving institution and chooses to pursue further action, the Ohio Department of Higher Education (ODHE) responds to formal written complaints related to Ohio Articulation and Transfer Policy against public, independent non-profit, and proprietary institutions of higher education in Ohio. While the ODHE has limited authority over colleges and universities and cannot offer legal advice or initiate civil court cases, staff will review written complaints submitted through its established process and work with student complainants and institutions.

Credit Evaluations

Undergraduate evaluations are done by the Office of the University Registrar.

Most college level courses taken fall term 2010 or after at regionally accredited institutions across the United States will be transferable to Miami University if the student earns a grade of D- or better. Prior to fall term 2015, credit earned on a pass/fail basis, credit/no-credit basis, etc., is also transferable if it can be determined the student earned a C or better. Credit earned on a pass/fail basis, credit/no-credit basis, etc. taken fall term 2015 or after is transferable. Courses taken prior to fall term 2010 are accepted for transfer credit from non-Ohio regionally accredited institutions for grades of C or better. All transferred credit is posted on the student’s Miami record without grade.

A course which is not applicable for general education and/or department requirements will transfer as elective credit but may count in the total credits required for the degree. This does not supersede divisional limits on electives.

Students who have attended U.S. institutions in regional accreditation candidacy status must validate their previous coursework by earning 32 semester credits toward a baccalaureate degree or 16 semester credits toward an associate degree with a 2.00 cumulative average at Miami. The credit for any grade reported as a D- or better will be given upon completion of the 32 or 16 hours. Once an institution achieves regional accreditation, only those credits earned while the institution was in candidacy status and afterwards will be transferable.

All credits earned at two-year institutions can transfer only as introductory or lower division (typically 100 and 200 level) credit, except that a course taken at the lower division level which bears the same title as an upper division course at Miami will be considered equivalent if validated by the division and/or department in which the course has applicability.

Students who earn credit at institutions outside the United States must provide (in addition to their academic records) course descriptions or course syllabi that include a list of required reading for the course, number of class hours required in each course, and the length of the academic term(s) when enrolled. Provide course descriptions or syllabi in the English language at least 1 month before the semester begins, if offered admission. Credit can be transferred only for studies completed at a degree-granting institution that is recognized by that country’s Ministry of Education or equivalent.
organization. These credits are evaluated by the University Registrar's Office in consultation with the Academic Divisions.

Students who intend to study abroad are expected to consult with the Study Abroad Office in advance of their departure to make certain that the credits earned will transfer to Miami University.

Acceptance of extra-institutional or nontraditional credit, such as credit by examination, correspondence credit, and armed forces credit, is limited to 32 semester hours. Only 20 of the 32 hours may be in correspondence.

You can receive credit for courses sponsored by the Defense Activity for Non-Traditional Educational Support (DANTES) program that are college level and completed with satisfactory final examinations. Credit earned through non-collegiate sponsored instruction, evaluated by the American Council on Education (ACE) (listed in the National Guide), will be accepted for transfer. The appropriate academic department may evaluate the course for Miami equivalent credit.

Whenever possible, transfer credits are assigned corresponding Miami course numbers. The appropriate Miami department determines where credit applies. Courses that do not fulfill the Miami Plan for Liberal Education, divisional requirements, or major requirements transfer as electives.

**Quarter-Semester Conversion**

A quarter hour is two-thirds (0.6667) of a semester hour. To convert to semester hours, multiply the quarter hours by 0.6667. To convert semester to quarter hours, multiply by 1.50.

**Armed Forces Credit**

Credit for courses taken at U.S. military services schools will be given on the basis of the (ACE) American Council on Education publication, "Guide to the Evaluation of Educational Experience in the Armed Services". To receive transfer credit, you must submit a Joint Services transcript. Students entering the university fall 2012 or after will also be awarded for military training and experience. Also, see "Credit Evaluations" earlier in this section.

Recipients of VA education benefits should note that sprint courses are not considered full semester courses for VA entitlement (pay) purposes.

**Nursing Credit**

Graduates of diploma and non-NLNAC accredited associate's degree programs are required to complete 32 Miami hours and pass NSG 301, NSG 311, and NSG 313 before their 28 hours of transfer credit will be validated. Graduates of accredited associate's degree programs can transfer 28 semester hours of nursing from a regionally accredited two year college. Additional transfer hours may be used as elective credit.

If you are a registered nurse with credits from a college nursing program, your credits are evaluated on the same basis as other transfer students' credits, described earlier.

See the College of Professional Studies and Applied Sciences chapter for information about degrees in nursing.

**Applying a Transfer Course to the Global Miami Plan**

If you believe a course taken at another university or college satisfies the spirit of the Global Miami Plan for Liberal Education requirement, but does not correspond to a specific course, you may petition the Liberal Education Council to apply the course toward the Global Miami Plan. Obtain a petition from the Office of Liberal Education or its website (www.MiamiOH.edu/liberal-ed), request the chair of the appropriate Miami department to evaluate your transfer course, and then present the petition to the Office of Liberal Education. A syllabus of the course must be attached to the petition.

Capstones are designed to culminate your baccalaureate study and are rarely taken off-campus or transferred from another institution. Students who plan to transfer any course to meet the Capstone requirement must obtain permission from the Office of Liberal Education before they take the course.

If the English composition requirement (Foundation I) was waived for you by another school, Miami's English department will evaluate your eligibility for a similar waiver. In most cases, students are asked to submit a portfolio of their writing. Contact the English department for detailed instructions on preparing your portfolio. The department will notify the University Registrar and the Office of Liberal Education of its decision. No petition is required for this procedure.