

Final Transcripts

If you were enrolled in classes at another institution at the time of your admission to UC, remember to ask your former institution to send an official copy of your final transcript to the Office of Admissions as soon as your final grades are posted. This will allow us to evaluate your final semester or quarter of course work and grant additional transfer credit.

What if I think the transfer credit evaluation is wrong?

Contact the Transfer & Lifelong Learning Center and explain your concern. Occasionally, courses may be evaluated incorrectly due to a lack of information about the course, or because the course content has changed. We may require a copy of the current course description and/or syllabus for re-evaluation.

How will my accepted credit be applied toward the degree requirements for my major?

The UC college that manages your academic major determines how your accepted transfer credits are applied toward degree requirements. That determination is made after you are admitted to an academic program. Once you are enrolled in UC classes, you can see how your accepted credit will apply toward degree requirements by running a degree audit. Follow the “my classes” and “get my degree audit” links on the UC One Stop webpage at www.onestop.uc.edu/

UC Calendar Conversion from Quarter to Semester

The University of Cincinnati is on track to convert from a quarter calendar to semesters effective fall term 2012. Transfer students who enroll before the conversion will be given transfer credit in the form of quarter courses. All transfer credit awarded prior to the conversion will be converted to semester credit when the

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UC Calendar Conversion from Quarter to Semester

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conversion occurs. **Transfer credit will not be lost as a result of this conversion.** Learn more about semester conversion and the University’s on-time graduation pledge to enrolled students at: www.uc.edu/conversion.html

Credit by Examination

The University of Cincinnati accepts credit for examinations such as Advanced Placement (AP), College-Level Examination Program (CLEP), International Baccalaureate (IB) and International A-Level when minimum scores, established by UC, are earned for each exam. To receive credit for these examinations, send your grade report or transcript of grades to the Office of Admissions at the address provided below. Minimum scores required for each exam are provided on the UC Web site at www.admissions.uc.edu/transfer

Ohio Transfer Assurance Guide (TAG) Program

All approved TAG courses are built into the course equivalencies granted by the University of Cincinnati, however, TAG courses are not identified on the Credit Evaluation Report (CER). As required by the Ohio Board of Regents, all TAG awards are not only accepted by UC, they are also applied toward degree requirements within the corresponding TAG major.

Military Credit

The University of Cincinnati accepts military credit based on a course by course evaluation. In order to receive credit for your military course work, send to the Office of Admissions at the address provided below, your:

- Community College of the Air Force transcript - *or* -
- Army/ACE Registry Transcribing System (AARTS) transcript - *or* -

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Military Credit — *continued*

- Sailor/Marine/ACE Registry Transcript (SMART) - *or* -
- U.S. Coast Guard Institute Transcript

To request a copy of your military transcript follow the web links or call the phone numbers provided for each military branch/school at: www.admissions.uc.edu/transfer/transfer_military.html

Additional Transfer Resources

Visit the UC transfer Web page at www.admissions.uc.edu/transfer.html to learn more about transferring to UC. Topics include:

- Schedule a visit to UC
- Apply for admission
- Undergraduate programs and admission requirements
- Transferring financial aid
- Transfer scholarship programs
- How to appeal a transfer credit evaluation decision

Contact Information

For information about transferring to the University of Cincinnati, contact:

Office of Admissions,
Transfer & Life Long Learning Center
University of Cincinnati
PO Box 210091
Cincinnati, Ohio, 45221-0091
513-556-2247 (phone), 513-556-1105 (fax)
transfer@uc.edu
www.admissions.uc.edu/transfer.html

UNDERSTANDING YOUR Credit Evaluation Report

The *UC Credit Evaluation Report (CER)* shows how credits you have earned at other colleges and universities or by proficiency examination translate to course credit at the University of Cincinnati.

The CER does **not** indicate how your credits will be applied toward specific degree requirements for your major.

The UC college that manages your academic major determines how your accepted transfer credits are applied toward degree requirements. That determination is made after you are admitted to an academic program.



View and print your CER on-line by visiting:

www.admissions.uc.edu/cer

What does the CER report include?

The report lists:

- Courses you have taken at other institutions and/or proficiency examinations you have taken, such as Advanced Placement (AP)
- Equivalent UC courses
- Credit hours you will receive when you enroll at UC.

From left to right, the report lists the following information. The term “external” denotes any course taken at institutions other than UC or proficiency examination.

- **Date taken:** Approximate end date for the term when you took the course or exam
- **External course:** Course number assigned by the institution that offered the course or exam
- **External course title:** Course title assigned by the institution that offered the course or exam
- **Award hours:** Quarter credits to be awarded by UC
- **UC equivalent:** Equivalent UC course number
- **Course title/discipline:** Equivalent UC course title
 - **Note:** If credit for a course is *not* granted, an explanation will appear in the “Course Title/Discipline” column. (For example, “D Grade.”) This column may also indicate that the transfer course is “Under Review” pending equivalency determination.

How do UC equivalencies work?

The “UC Equivalent” and “Course Title/Discipline” shown on the CER can appear in several forms:

- If the external transfer course is equivalent in content to a course
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How do UC equivalencies work? — continued

taught at UC, the corresponding UC course number and title are listed. (For example, Freshman English at the external institution may be equivalent to 15ENGL101 – English Composition at UC.)

- If the external transfer course does not have an equivalent UC course, we assign a discipline code and course level, and UC credit is awarded. This is called **block credit**. (For example, a 100-level external course called “Technical Writing 2” would qualify for first year Block Credit in English. We would assign a UC course number such as ENGL1** - English.) **Block credit may or may not be counted as elective credit.**
- In some cases, it may take *two* external transfer courses to equal one UC course. When this occurs, a notation appears in the “Course Title/Discipline” column indicating that the course is counted in combination with another external transfer course. (For example, the message for external course number POL1102, might appear as “Combine With POL1101.”)
- It is also possible for more than one UC course to be equivalent to one external transfer course. When this is the case, the equivalent UC courses are listed together in the “UC Equivalent” and “Course Title/Discipline” columns.

What does “Under Review” mean?

An “Under Review” notation in the “Course Title/Discipline” column means that **you earned an acceptable grade and credit will be granted;** however, UC faculty have not yet determined the transfer credit equivalency for this course. After the evaluation has taken place, your CER will be updated to reflect the new award.

How can I monitor Under Review courses and the complete evaluation of all of my transcripts?

You can monitor the progress of your course review and print a copy of your Credit Evaluation Report (CER) by visiting the following website:

www.admissions.uc.edu/cer

How do semester hours translate to quarter hours?

Semester hours x 1.5 = Quarter hours

(For example: a 3.00 semester hour course will equal 4.50 quarter hours.)

Are all external credits transferable?

Not always. The following circumstances could prevent an external transfer course from being eligible for transfer credit:

- In most cases, a grade of C- or better is required for UC credit to be granted. (Exception: In compliance with Ohio Board of Regents requirements, for courses taken prior to fall 2005, students who have earned an associate degree (AA or AS) or a baccalaureate degree (BA or BS), with a cumulative GPA of 2.00 or higher, will receive credit for transfer courses with a D grade. For courses taken in fall 2005 or later, students will receive credit for all D grades earned.)
- Graduate courses are not eligible for undergraduate transfer credit.
- Remedial and developmental courses are not eligible for transfer credit.
- Audited courses are not eligible for transfer credit.
- Courses *eligible* for transfer credit must be taken at an institution that is accredited by one of the following regional accrediting associations:

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Are all external credits transferable? — continued

- Middle States Association of Colleges and Schools
- North Central Association of Colleges and Schools
- New England Association of Schools and Colleges, Inc./Commission on Institutions of Higher Education
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools/Commission on Colleges
- Western Association of Schools and Colleges

Exception: The RN/BSN program in the College of Nursing is an exception to the accreditation guidelines provided above. The RN/BSN program accepts transfer credit from nursing schools that are *not* accredited by the associations listed above. Courses taken at these institutions will *not* appear on your CER.

Exception: Courses approved by the Ohio Board of Regents as part of a Career-Technical Transfer Assurance Guide (CTAG) program will be accepted from non-regionally accredited schools and applied toward corresponding Associate Degree program requirements.

If the above circumstances do not apply to a course that is denied transfer credit, please contact the Office of Admissions for re-evaluation. Contact information is provided below.

Does my grade point average (GPA) transfer to UC?

No. Your GPA from a previous institution does not transfer to UC. A new GPA is established once you enroll at UC.

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