

2.04 – Transfer and Exam-based Credit

A. Purpose

To establish the college's process for awarding credit from other colleges, universities, or other institutions or based on qualifying exam scores to meet the requirements of a student's selected degree program.

B. Policy

The college will evaluate and determine equivalencies of credits earned by a student from other colleges or universities and other institutions or based on qualifying exam scores deemed appropriate by the college and the United States Department of Education. Once established, those credits will be applied to the college degree program selected by the student.

C. Procedures

Applicants for admission, who attended other colleges or universities, are responsible for submitting their official transcripts from each institution directly to the admission office.

The college will consider credit from institutions accredited by an agency recognized by the U.S. Department of Education, in addition to accepting all credit from regionally-accredited institutions.

U.S. Colleges and Universities

Missouri Core42

Senate Bill 997 established the Higher Education Core Transfer Curriculum Act (Sections 178.785-789 RSMo), which directs the Coordinating Board for Higher Education to develop a standard core transfer curriculum and a common course numbering equivalency matrix for lower-division general education courses. The core transfer curriculum, known as CORE 42, is a framework for general education that all Missouri public two- and four-year institutions of higher education have adopted effective for the 2018-2019 academic year. The goal of the CORE 42 is to facilitate the seamless transfer of academic credits. The completion of the CORE 42 at any public institution of higher education will transfer to every other public institution of higher education in the state and substitute for the receiving institution's general education requirement. Individual courses that comprise the CORE 42 are guaranteed to transfer one-to-one among all public (and participating independent) colleges and universities in Missouri.

Regionally Accredited Institutions

The college will award credit for courses successfully completed through another college or university accredited by a regional accrediting association that is recognized by the United States Department of Education. A list of those associations is available on the Council for Higher Education Accreditation website.

Students must complete coursework at the institution after it received accreditation or during the time the institution was granted candidacy status for accreditation from one of the accrediting associations recognized by the United States Department of Education.

Non-Regionally Accredited Institutions

The college evaluates coursework from non-regionally accredited institutions on a course-by-course basis. Transfer of credit may or may not be awarded depending on the results of the evaluation.

Other Institutions

International Institutions

The college evaluates coursework from international institutions on a course-by-course basis. Transfer of credit may or may not be awarded depending on the results of the evaluation.

Military Credit

The college evaluates transfer credits completed during military duty. Joint Services Transcript (JST) and U.S. Air Force: Community College of the Air Force (CCAF) transcripts are evaluated for equivalent courses provided by the college.

ACE Credit

The college utilizes the recommendations of the American Council on Education (ACE) to provide credit for equivalent coursework. For more information on transferring ACE credit to OTC students should contact the Admissions Office.

Exam-based Credit

Advanced Placement

The college will accept Advanced Placement scores for credit. See the [Admissions website](#) for the minimum scores needed to receive credit and which examinations/courses will be accepted.

CLEP Credit

The college will accept CLEP scores for credit. See the [Admissions website](#) for the minimum scores needed to receive credit and which examinations/courses will be accepted.

DANTES Credit

The college will accept DANTES Subject Standardized Test (DSST) scores for credit. See the [Admissions website](#) for the minimum scores needed to receive credit and which examinations/courses will be accepted.

Foreign Language Credit

The college will accept the Seal of Biliteracy granted by the State of Missouri and other states that certifies proficiency in a language other than English. See the [Admissions website](#) for the minimum scores needed to receive credit and which examinations/courses will be accepted.

International Baccalaureate

The college will grant credit for International Baccalaureate Higher Level (HL) and Standard Level (SL) subject examinations as indicated on the [Admissions website](#) and recognizes the IB diploma for admission.

Sophia Credit

The college will accept certain Sophia/ACE classes for credit. See the [Admissions website](#) for the minimum scores needed to receive credit and which examinations/courses will be accepted.

Re-evaluation and Appeal of Transfer Credit

Re-evaluation of Transfer Credit

To request for a previously evaluated course(s) to be re-evaluated, the college requires students to provide supporting documentation in addition to the official transcript. See the Admissions website for the re-evaluation process.

Core42 Appeal of Transfer Credit Denial

In accordance with RSMo 178.788, denial of transfer credit for Core42 courses can be appealed by following the processes on the [Missouri Department of Higher Education and Workforce Development website](#).

D. Definitions

E. Authority

This policy is maintained under the authority of the vice chancellor for academic affairs.

F. Related Policies**G. Implementation**

Policy approved and adopted by the Board of Trustees on 01/13/2020 and revised on .

Purpose, procedures, responsibilities, and definitions approved and adopted by the Cabinet on 12/12/2019 and revised.