

Transfer Policy and Articulation Agreements

Transfer Policy

Ottawa University values a student's previous coursework and is concerned that no student be penalized in the process of transferring.

Undergraduate Policies:

Students must submit official transcripts from all colleges and universities attended to the University Registrar. Courses completed successfully at regionally accredited institutions of higher education are accepted at face value. Courses completed successfully at other specific institutions with CHEA-recognition are also accepted at face value (see currently accepted listing below). A maximum of 80 credit hours of lower division credit is accepted in transfer towards a bachelor's degree. Credit is not accepted for credit by assessment from another institution. See the list below for accepted accreditations. Exceptions to accepted accreditations are covered through corresponding articulation agreements. Coursework is transferred as if it had been taken at Ottawa University. Semester credit hours are given for all passing grades, including D's. Although accepted in transfer, not all courses with D's fulfill specific degree requirements. Semester credit hours are not transferred for participation in varsity sports, remedial, or developmental courses. A maximum of four credits is accepted towards graduation requirements for courses deemed as skillbuilding (typing, word processing) or activity areas (softball, tennis, band, dance, etc.).

Ottawa University also recognizes the value of previous academic, professional, and community experiences. In addition to direct transfer, students may earn credit hours through other options such as credit by examination, credit by evaluation, military credit, and credit by assessment. Students utilizing veteran's educational benefits must submit all educational, vocational, and military transcripts for evaluation. Prior credit will be granted as appropriate.

Credits are awarded for successful completion of examinations from approved national testing programs including Advanced Placement (AP), Berlitz, College-Level Examination Program (CLEP), Excelsior College, DANTES, and International Baccalaureate (IB). Semester credit awards are based on recommendation of the American Council on Education (ACE), wherever applicable. Students who seek to transfer credit by examination must request official score reports be sent directly to the University Registrar. A maximum of 32 credits is accepted for credit by examination.

Students may choose to earn credit for prior learning by working through a process established by the Council on Adult and Experiential Learning (CAEL). A maximum of 40 credits is accepted for this type of credit by assessment.

Credits recommended from the American Council of Education (ACE) for non-collegiate training programs transfer directly, provided that the student submits official documentation of completion to the University Registrar.

Ottawa University has evaluated various instructional programs that are not currently evaluated by ACE, but demonstrate the academic outcomes and rigor expected in college-level learning and are applicable to Ottawa University programs. Examples include health care training and registries and other professional training programs.

Ottawa University transfers directly all associate and baccalaureate military credit evaluated by ACE. Students should submit their AARTS or SMART transcript to the University Registrar.

Graduate Policies:

Students may transfer courses completed at a regionally-accredited institution with a grade of “B” or better and not older than 7 years as follows:

9 semester credit hours for a 36-44 hour degree; 12 semester credit hours for a 45-50 hour degree; and 15 semester credit hours for a 60 hour degree. Additional hours may be transferred into Ottawa University graduate programs of 50 semester credit hours or more with departmental approval.

Students with a master’s degree from another regionally accredited institution containing coursework applicable to counseling may petition to transfer up to 30 semester credit hours of approved coursework toward Ottawa University’s 50 to 60 semester credit hour professional counseling program.

Graduate credits recommended from the American Council of Education (ACE) for non-collegiate training programs transfer directly, provided that the student submits official documentation of completion to the University Registrar.

International Students:

Students with foreign credentials should have their credentials evaluated by a member of the National Association of Credential Evaluation Services or contact Kim Rieken, Assistant Director of International Programs at 913-266-8606.

Articulation Agreements

Barton County Community College

Blackhawk Technical College

Butler Community College

Central Arizona College

Chippewa Valley Technical College

Cloud County Community College

Cochise College

Coffeyville Community College
Colby Community College
Crowder College
Dallas Institute of Funeral Service
Des Moines Area Community College
East Central College
Flint Hills Technical College
Fort Scott Community College
Fox Valley Technical College
Garden City Community College
Gateway Technical College
Gupton-Jones College of Funeral Service
Highland Community College
Ivy Tech Community College
Jefferson Community & Technical College
Johnson County Community College
Kansas City Kansas Community College
Kentucky Community & Technical College System
Labette Community College
Manhattan Area Technical College
Maricopa County Community Colleges
Chandler-Gilbert Community College
Estrella Mountain Community College
Gateway Community College
Glendale Community College
Mesa Community College
Paradise Valley Community College

Phoenix Community College
Rio Salado Community College
Scottsdale Community College
South Mountain Community College
Metropolitan Community College
Mid-America College of Funeral Services
Milwaukee Area Technical College
Moraine Park Technical College
Neosho Community College
Nicolet College
Northcentral Technical College
Pratt Community College
Rock Valley College
Seward County Community College
Southwest Wisconsin Technical College
State Fair Community College
Waukesha County Technical College