

Your Rights & Responsibilities

Students transfer from one college or university to another for a variety of reasons – programs, cost, location and a host of others. To ensure you make the most efficient use of your time, effort and money when transferring to another institution, take a moment to learn the rights and responsibilities of a transfer student.

Rights

- You have the right to be treated the same as “native” (non-transfer) students on the campus to which you are transferring.
- You have the right to an efficient and predictable process that is sensitive to your needs.
- You have the right to appeal a denial of transfer credit at the receiving institution.

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Responsibilities

- You are responsible for learning the admissions requirements of the institution to which you are applying.
- You are responsible for learning and complying with the specific requirements of any professional program to which you apply.
- You are responsible for contacting transfer advisors at both institutions to ensure smooth transfer of credits.
- You are subject to the same regulations regarding credit requirements as native students.

Transfer Policy

To ensure a fair and efficient transfer process, the statewide Committee on Transfer and Articulation (COTA) adopted principles of good practice in 1998. Most colleges and universities around the state entered into articulation agreements—standards for course work agreed upon by all institutions. In 2005, the presidents of many two- and four-year institutions signed a joint statement committing to make the transfer process easier and clearer for students to navigate.

✓ Steps for a Smooth Transfer

- Students who intend to transfer should know the admissions requirements of the receiving institution.
- Students considering transfer should talk to transfer advisors at both the sending and receiving institutions. (Contact the academic affairs or student services units at both institutions to learn the names and contact information for transfer advisors.)
- Students should select a major that meets their educational goals. Choose courses that meet current articulation agreements and that will maximize acceptance at the receiving institution. If you change majors, be aware that previously earned credits may not apply toward your new major.
- Be aware that admission to specific programs may result in additional requirements.
- Check periodically with the transfer advisor at the receiving institution to learn of any changes in requirements.



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Transfer Students

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FAQ's

The purpose of this document is to answer the most common questions about student transfer. However, some exceptions apply. For definitive answers consult your institutions' transfer advisors.

Q: If I have fewer than 24 credit hours to transfer, am I considered a transfer student or a first-time student?

A: Students with fewer than 24 credit hours must meet the eligibility requirements for first-time students. If you have 24 or more hours, you must meet the institution's eligibility requirements for transfer students.

Q: How do I appeal a denial of transfer credit at the institution level? At the state level?

A: Consult your institution's catalog or student handbook and follow the steps that are outlined. If the issue is not resolved by the institution, you may contact COTA. COTA will review the case and make a non-binding recommendation to all institutions involved. This recommendation will be reported to the Coordinating Board for Higher Education. Please see the Credit Transfer Policy at www.dhe.mo.gov for further details. You may contact COTA by writing to: Commissioner of Higher Education, Missouri Department of Higher Education, 3515 Amazonas Drive, Jefferson City, MO 65109.

Q: Is it better to transfer with the 42 semester-hour block or an Associate of Arts (AA) degree?

A: Studies show that students who complete an Associate of Arts degree perform better at four-year colleges and universities than students who only complete their general education and transfer before completing an AA degree.

Q: I completed my institution's 42 semester-hour block general education program. If I transfer to another institution that accepts the 42-hour block, will I have to repeat course work for general education?

A: In general, you will not be required to complete any further lower-division courses in the receiving institution's 42 semester-hour block general education program, if you have also completed the Associate of Arts degree. However, depending on your program of study, you may be required to take additional courses required of native students in order to meet graduation requirements that apply to all students. If you have completed the 42-hour block but have not completed the AA degree, the 42-hour block is not guaranteed to transfer as a block of credit.

Q: I completed a 42 semester-hour block general education program at my sending institution. Does this qualify me to enter a professional degree program at the receiving institution?

A: Not necessarily. You will still have to meet the general education requirements specific to the professional degree program, which may require additional coursework as detailed above.

Q: I received a "D" grade in one of my courses. Can I transfer credit from that course to my receiving institution?

A: Generally, yes. However, if the receiving institution requires that all native students must repeat courses in which they received a "D" grade, then you will be required to repeat it also. It may also not meet requirements for your major. Check with the receiving institution for a definitive answer.



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