

# OSU School of Architecture Transfer Credit Equivalency Policy



Transfer student admission to the university is governed by University Academic Regulation 1.2 and the Undergraduate Admissions “Transfer Admissions” section, which can be found in the annually published OSU Catalog.

In the event that a student wishes to transfer into either the Bachelor of Architecture or Bachelor of Architectural Engineering program at Oklahoma State University, the following policy shall apply.

- I. General conditions of transfer credit applicable to all situations:
  - a. Only general education courses which list a passing grade of D or better on the student’s transcript shall be considered for transfer.
  - b. When a general education course is a pre-requisite for an ARCH or ENSC course at OSU, a final grade of C or better is required.
  - c. All ENSC (engineering science) courses are evaluated for transfer equivalency by the CEAT Associate Dean of Instruction, according to CEAT policy.
  - d. The OSU Registrar makes all decisions regarding courses to be used for transfer of general education credit designations (A, H, I, N, L, S, D).
  - e. The OSU Registrar further makes all decisions regarding credit hour equivalencies.
  
- II. For students attempting to transfer courses completed at a junior college or university with no NAAB accredited architecture or ABET accredited architectural engineering program:
  - a. No ARCH course required as part of the OSU Bachelor of Architecture or Bachelor of Architectural Engineering degree plans that is utilized to meet NAAB or ABET accreditation criteria may be accepted in transfer from a non NAAB or ABET accredited program. Such courses may, however, be considered for elective credits.
  
- III. For students attempting to transfer courses completed at another NAAB or ABET accredited program:
  - a. Only courses in the disciplines of architecture, architectural engineering, or engineering science which list a passing grade of C or better on the student’s transcript shall be considered for transfer.
  - b. For transfer credit of non-studio ARCH coursework, the following conditions apply:
    - i. The syllabus, homework assignment, exams, and/or projects must be provided for review by the academic advisor and instructor of the equivalent course at OSU.
    - ii. For courses that meet NAAB or ABET accreditation criteria for the OSU program, the instructors will review the materials to ensure that the course-specific accreditation criteria have been fully addressed. If it is determined that NAAB or ABET student performance criteria have not been addressed, then the student must take the similar course at OSU.

- c. For consideration of transfer credit of any design studio course, the following further conditions apply:
  - i. The student shall supply the studio syllabus and all project programs from each studio under consideration for transfer credit.
  - ii. The student shall provide a portfolio of their work completed in each studio under consideration for transfer credit.
  - iii. The syllabus, project programs, and student portfolio shall be reviewed by the academic advisor and studio coordinator of the studio for which credit is being sought. Upon their review, a decision regarding transfer credit will be made.
  - iv. If it is determined that the proper NAAB or ABET student performance criteria for a design studio has not been addressed, then the student must take the similar course at OSU.
  
- IV. For students transferring from a non NAAB or ABET accredited international architecture or architectural engineering program:
  - a. Only courses in the disciplines of architecture, architectural engineering, or engineering science which list a passing grade of C or better on the student's transcript shall be considered for transfer.
  - b. For transfer credit of non-studio ARCH coursework, the following conditions apply:
    - i. The syllabus, homework assignments, exams, and/or projects must be provided for review by the academic advisor and instructor of the equivalent course at OSU. If the course meets accreditation criteria at OSU, and the transfer course is determined not to have met equivalent NAAB or ABET student performance criteria standards as the OSU course, the student must complete additional work designated by the course faculty that addresses the deficiency, or the student must take the similar course at OSU.
    - ii. If the course is not used to meet NAAB or ABET student performance criteria at OSU, it may be considered for transfer equivalency as an ARCH elective or general elective without further documentation.
  - c. For transfer credit of studio courses, the following further conditions apply:
    - i. Only ARCH 1216, 2116, or 2216 may be considered for transfer credit.
    - ii. The student shall supply the studio syllabus and all project programs for each studio under consideration for transfer credit.
    - iii. The student shall provide a portfolio of their work completed in each studio under consideration for transfer credit.
    - iv. The syllabus, project programs, and student portfolio shall be reviewed by the academic advisor and studio coordinator of the studio for which credit is being sought. Upon their review, a decision regarding transfer credit will be made.
    - v. If it is determined that the proper NAAB or ABET student performance criteria for a design studio has not been addressed, then the student must take the similar course at OSU.
  
- V. OSU School of Architecture students who desire to take a course at another university for OSU credit, such as in an international exchange program, must follow the policy below:
  - a. For transfer credit of non-studio ARCH coursework that meets NAAB or ABET accreditation criteria at OSU, the following conditions apply:
    - i. The syllabus, homework assignments, exams, and/or projects must be provided for review by the academic advisor and instructor of the equivalent course at OSU. If the course is determined not to have met equivalent NAAB or ABET

accreditation criteria standards as the OSU course, the student must complete additional work designated by the course faculty that addresses the deficiency, or the student must take the similar course at OSU.

- b. For transfer credit of design studio coursework that meets NAAB or ABET accreditation criteria at OSU, the following additional conditions apply:
    - i. The student shall supply the studio syllabus and all project programs for each studio under consideration for transfer credit.
    - ii. The student shall provide a portfolio of their work completed in each studio under consideration for transfer credit.
    - iii. The syllabus, project programs, and student portfolio shall be reviewed by the academic advisor and studio coordinator of the studio for which credit is being sought. Upon their review, if it is determined that the course does not meet equivalent NAAB or ABET accreditation criteria standards as the OSU course, the student must complete additional work designated by the course faculty that addresses the deficiency, or the student must take the similar course at OSU.
- VI. Students wishing to join the OSU School of Architecture as a one semester or two semester exchange student must follow the policy below:
- a. For studio placement, the exchange student must supply a comprehensive portfolio of their studio work completed at their home institution. An initial review by the academic advisor will identify possible placement locations within the studio curriculum; a further review by the studio coordinator of that studio and the coordinator of the studio which precedes it will confer a final placement decision. Placement is contingent upon pre-approval and space available in the designated studio.
  - b. Exchange students may join any other ARCH course, if the proper pre-requisites have been met.