

Transfer Credit Evaluation Process

1. Student applies and sends all official transcripts to OT.
2. Courses are entered into the student record from the official transcript.
3. Courses:
 - a. If the course work is already in the OT transfer system the equivalency is added to the student record.
 - b. If the course work is not in the OT transfer system the course is reviewed and evaluated for an OT equivalency by the transfer evaluator and the appropriate Department Chair. Until an equivalency is determined the credit will appear as general credit. If more information is needed to determine an equivalency the student may be asked to provide course syllabi.
 - c. In cases where the course is not considered an equivalency to an OT course Department Chair's will determine if course substitutions are appropriate.
4. Once a transfer evaluation is complete students will receive an email directing them to their Transfer Credit Evaluation Report and DegreeWorks on Web for Student.
5. If student's have questions regarding how transfer courses apply to a degree program they should contact their major and/or the appropriate Department Chair.