

Archived: Friday, May 26, 2017 12:00:48 PM

From: [Compton, Paula](#)

Sent: Thursday, March 24, 2016 3:53:08 PM

To: [Admissions \(atadmissions@list.em.ohio.gov\)](#); [Registrar \(2-Year\) \(registrars2yr@list.em.ohio.gov\)](#); [Registrar \(4-Year\) \(registrars4yr@list.em.ohio.gov\)](#)

Cc: [Visger, Brett](#); [Landis, Anthony](#); [McCoy, Verda](#); [Kumaraswamy, Revathi](#); [Davidson, Stephanie](#)

Subject: Communications to Admissions and Registrars regarding One Year Option

Response requested: No

Importance: High

Dear Admissions Officers and Registrars:

Over the past few months Kevin Sosa and Revathi Kumaraswamy of the Ohio Department of Higher Education have been diligently working on a transcript coding solution for the One Year Option with both Ohio Technical Centers (OTC) and higher education institutions. A standardized transcript has been developed and is being launched at the OTCs. In the meantime, we have been meeting with higher education institutions to provide recommendations for handling the One Year Option's **block credit**. During a recent meeting of the ATC Data Standards Committee we were able to formulate a recommendation on how block credit should be transcribed on a transcript.

Shown below is the recommendation put forth by the committee when dealing with One Year Option block credit:

- ❖ External block credit will be indicated in the transfer section of the transcript;
- ❖ Course Title with standardized naming convention will be used. Please indicate the One Year Option as shown and include the source program name e.g.: (OYO: Patient Care Technology);
- ❖ Credit Hours earned would be the total of number of block credits awarded;
- ❖ Course Notes/Comments will include an explanation of this credit e.g. "Block Credit received from Apollo Career Center."

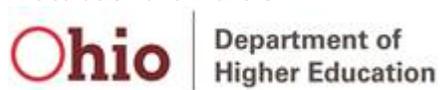
Please review these recommendations and ensure that your department and staff are using the above recommendations to transcribe block credit.

We appreciate your time and effort in serving Ohio's students!

Best Regards,

Paula

Paula K. Compton, Ph.D.
Associate Vice Chancellor
Articulation and Transfer



25 South Front Street
Columbus, Ohio 43215
General: 614.466.6000
Office: 614.466.3334
Fax: 614.466.5866
Email: pcompton@highered.ohio.gov

<http://www.OhioHigherEd.org>



PLEASE NOTE: This message and any response to it may constitute a public record, and therefore may be available upon request in accordance with Ohio public records law. (ORC 149.43)