



Johnson College Transfer Policy

Coursework previously completed at another institution will be evaluated relative to its equivalency to Johnson College courses and to the specific major. Final decisions on acceptance of coursework from other institutions will be made by the appropriate Department Chairperson and the Registrar. Students who wish to transfer courses must follow the procedures below:

- complete the steps listed under Application Requirements
- have official transcripts from all previously attended colleges sent directly to the
- Registrar's Office
- provide course descriptions or a college catalog.

A copy of the evaluation will be provided to the student.

The College accepts a maximum of 30 credits from another institution. Of the remaining credits required for graduation, a minimum of 37 must be completed at Johnson College. Only courses completed with a grade of "C" or higher will be considered for transfer credit. Radiologic Technology courses are not typically granted transfer credit. Exceptions may be granted on a case-by-case basis by the Department Chairperson and Clinical Coordinator. Only courses completed with a grade of C+ or better will be considered for transfer credit. Transfer credit will appear on the student's transcript but only credits from Johnson College will be used in computing the student's Grade Point Average (GPA) and eligibility for academic honors. It is the responsibility of the student to ensure that all courses have been evaluated prior to registration to avoid duplication of courses. Coursework completed within the past ten years will be evaluated according to current standards. Coursework completed more than ten years ago will be evaluated on a courseby-course basis by the Vice President of Academic Affairs, Registrar and the appropriate Department Chairperson.

Once accepted to Johnson College, students may transfer no more than six additional credits. The appropriate Department Chairperson must approve coursework from another institution. Upon completion of coursework, an official transcript must be forwarded to the Registrar's Office. It is the responsibility of the student to ensure that these transcripts are forwarded to the Registrar.

Transfer of Credit with Baccalaureate Institution

Johnson College has program specific articulation agreements with three baccalaureate awarding institutions, Keystone College, Marywood University, and the State University of New York, Utica/Rome/Canton campuses. The College also participates in a Next-Step Program with the University of Scranton; additional information on this program is available in the Career Services Office and the Registrar's Office.