

East Stroudsburg University of Pennsylvania Transfer Credit Policy

East Stroudsburg University welcomes applications from students who wish to transfer from another college; community college or university, and utilizes the following guidelines in the transfer credit evaluation process.

How Credits Transfer:

- ESU accepts credits for all modes of coursework delivery once the minimum grade has been earned. (See below for an explanation of Non-Transferable Credits).
- College-level credits with grades of "C" or better will be considered for transfer credit.
- Developmental (remedial) courses and those of a specific vocational, technical, occupational, office administration, or theological nature are not considered transferable.
- Students with a conferred Associate in Art (A.A.) or Associate in Science (A.S.) degree from a Pennsylvania community college, or Lackawanna College may transfer credits in non-developmental courses where the grade of 'C-' or 'D' is earned if the student has an overall GPA of 2.0 or higher from each institution attended.
- Students who have attended another Pennsylvania State System of Higher Education (PASSHE) university, and earned a minimum of 12 college-level credits may transfer college-level credits in courses where the grade of 'C-' or 'D' is earned if the student has an overall GPA of 2.0 or higher from each institution attended.
- ESU does not limit the number of credits a student may transfer to the University. However, students must complete all University Requirements for the baccalaureate degree as outlined in the Undergraduate Catalog.

Academic Passport:

Pennsylvania community college, and Lackawanna College students who have a conferred Associate of Arts (A.A.) or the Associate of Science (A.S.) degree or students who have attended another Pennsylvania State System of Higher Education institution (PASSHE), with at least 12 college-level credits completed and a minimum GPA of 2.0 or higher from all institutions attended will transfer under the guidelines of the Academic Passport Program.

Applying Transfer Credit Equivalencies:

Transfer credit is first applied to General Education (GE) categories in an attempt to fulfill the ESU General Education requirement. Additional transfer credit is applied toward the intended major of study. Credit that does not fit General Education or the major requirements transfers as Elective (ELEC) credit.

- If there is no exact match, but the course transfers as an elective, the original course title will be retained.
- 199 Code: General Education Elective credit [no exact matching course].
- 299; 399 Codes: Department Elective credit [no exact matching course]. The ESU academic department determines how the credit is applied to the major.
- ELEC 299: Free Elective credit. Does not count toward general education or major requirements, therefore transfers as elective credit.

ESU does not accept or deny credits exclusively based on the sending institution's accreditation or mode of course delivery. Credits from non-accredited institutions will be reviewed by the Transfer Center staff, in the Student Enrollment Center, and/or relevant ESU academic department for transfer credit. Students may be required to submit additional course information to assist in determining equivalencies.

Credits from Non-US Institutions:

Applicants who wish to have transferrable credits evaluated should submit an official educational credential evaluation or a certified literal translation with all documents. If an applicant would like to use an authorized evaluation company, they can view all the companies listed by going to www.naces.org.

Notifying Applicants of Credit Equivalencies:

Transfer students who are offered admission, will receive a Transfer Credit Evaluation, (TCE), from the Transfer Center, within 7-10 Business days of the offer of admission, and receipt of official transcripts. The "TCE" will indicate coursework that is transferrable to ESU and will also indicate the transfer equivalent at ESU. The Transfer Center will update the student's record and notify the applicant via the U.S. Postal Service.

Final Transfer of Credits:

Transferrable credit is officially added to the student ESU record upon receipt of the official final college/university transcript. Final approval of credits counting towards the major rests with the chairperson of the academic department.

Non-Transferable Credits:

Developmental/remedial courses and those of a specific vocational, technical, occupational, office administrative, or theological nature are not considered transferable.

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Transferring with a Baccalaureate Degree (Second Degrees):

A student who is already the recipient of a baccalaureate degree (either from East Stroudsburg University or from a different regionally-accredited university) who wishes to pursue an additional undergraduate field will be required to complete a minimum of 30 semester hours at East Stroudsburg University including the requirements for the major. The program of study for the additional degree is to be approved by the appropriate department chair and appropriate academic dean.

Students Transferring Credit back to East Stroudsburg University:

Current East Stroudsburg University students who desire to transfer courses from another college or university back to ESU should secure the approval of their academic advisor, or the department chairperson where the external credits would transfer, prior to registering.

University Requirements (2016-2017 Undergraduate Catalog):

- A minimum of 120 semester hours. Some degree programs may require more than 120 credits.
- At least 42 semester credit hours must consist of advanced level coursework (i.e., courses that often have prerequisites and noted as "advanced" in catalog (eff. Fall 2015). A minimum of 30 credit hours of the 42 advanced level semester credit hours must be courses from the 300 level and above.
- A minimum cumulative quality point average of 2.00. Some degree programs may require a higher cumulative quality point average.
- Demonstration of competence in basic mathematical skills. (See Basic Mathematical Skills Competency).
- A minimum grade of a 'C' in English Composition.
- Completion of the general education requirements. (See The General Education Program).
- Students in B.S. programs may apply no more than 64 credits from any single department toward the 120 credit minimum. If a department offers courses under more than one rubric, then this regulation applies separately to each rubric used.
- Completion of the requirements for one or more majors.
- A minimum residency as outlined below:
 - The minimum residence requirement for the baccalaureate degree is 30 semester credit hours of the last 60 credits of work at East Stroudsburg University, unless a waiver is granted. This waiver requires approval of the student's adviser, major department chair, and academic dean. Some programs which require off-campus senior level experiences at other schools have automatic exemptions from this section.
 - The minimum number of credits in the major which must be taken at East Stroudsburg University will be determined by the department housing the major.

Transfer Credit Appeal Process:

Students may appeal transfer credit evaluations by contacting Clotilde Fitzsimmons in the Student Enrollment Center at either clotilde@esu.edu (570) 422-2823.

Students not satisfied with the final transfer credit evaluation may appeal the decision to the chairperson of the academic department relevant to the course/s in question. Full and final discretion rests with academic departments. Students who appeal an equivalency are asked to provide a course syllabus, which provides more detailed information than catalog descriptions.