

Pennsylvania College of Technology

Policy Statement

Title: Transfer Credit

Number: P 4.34

Approved by:

Board Action
Presidential Action

Approved Date: 04/1983

Implementation Date: 04/1983

Last Review Date: 08/2017

Last Revision Date: 08/2017

Persons/Departments Affected:

All students with transfer credit, Registrar's Office, academic schools,
Admissions Office

Responsible Department:

Registrar's Office

Definitions:

Prior Learning – Educational experiences/evaluations to include college credits, military experience, College Level Examination Program (CLEP) scores, College Board Advanced Placement (AP) scores, or Nontraditional Credit (see [Policy 4.41](#)).

Transfer Credit – Credit granted for courses earned at another nationally or regionally accredited college.

Policy:

- I. The College will evaluate a student's prior learning to determine if credit may be granted to satisfy the specific requirements of the student's chosen major.
- II. The Registrar's Office will perform the transfer evaluation based on equivalencies determined by the Registrar's Office and academic school offices.
- III. Students transferring credit must meet all graduation requirements as stated in [Policy 4.11](#), Graduation Requirements, including the established minimums that dictate how many credits must be completed at Penn College.
- IV. Each Master of Science, Bachelor of Science, and Associate degree major, as well as each Certificate program, has specific procedures for incoming transfer students. Transfer protocols are detailed on the curriculum pages in the College catalog.
- V. The College will provide public access to information describing the transfer process, including a database of equivalent college courses and CLEP/AP minimum scores needed for college credit on the College's web site.

- VI. In evaluating credits from another college/university, Penn College will only consider those credits earned through course work taken at that institution, not credits that the institution has granted through transfer or credit-by exam.
- VII. Courses to be considered for transfer must have been completed with a minimum grade of “C” (2.0 on a 4.0 scale).
- VIII. The College does not accept transfer credit for any courses taken as “Pass/Fail” except fitness or developmental courses that are never offered with a letter grade.
- IX. All transfer credit will appear on the student’s official transcript after the student successfully completes 12 credits of academic work at the College. Transfer credit will appear on the transcript with credit value only and will, therefore, not figure in the graduation grade point average.
- X. Transfer credit will be evaluated only when all procedural requirements have been met (see [Procedure 4.34](#)).
- XI. Courses transferred as part of an earned associate or baccalaureate degree will be evaluated for equivalency without regard to the completion date. Any course older than 10 years that was not included in an earned degree will be evaluated by the appropriate academic school on a case-by-case basis to determine if the course satisfies a requirement in the chosen major.
- XII. The College may recognize credits from post-secondary institutions that are not accredited by recognized national or regional accreditation agencies. All credit awarded from these institutions will be decided by the academic school office on an individual basis.
- XIII. Stand-alone courses or training (including military) completed outside of a structured program of study may be considered for alternative credit (e.g., work/life experience). See Nontraditional Credit Policy, P4.41, and related procedures.
- XIV. When applicable to a student’s chosen major, Penn College will award 1 credit of fitness for military service basic training. ROTC cadets may be eligible for 1 credit of fitness for specific military science courses. Cadets may also use credits earned in their ROTC program for specific military science courses to satisfy up to 6 open elective credits.
- XV. Course credit awarded through articulation agreements are predefined within the specific agreements between Penn College and other institutions. All other requirements and limitations established herein apply.
- XVI. Quarter hours may be converted to semester hours in this manner: two-thirds times the number of quarter hours equal the number of semester hours. This is

based upon the premise that the length of one quarter is equal to two-thirds of a semester. Conversion is determined according to institutions. If it is determined that there is an equivalent amount of instruction to a semester course, the semester credits would transfer without conversion.

- XVII. It is the student's responsibility to make certain that all courses have been evaluated prior to scheduling to avoid repeating any course work.

Revision History:

- Date: 08/2017 Updated language to reflect that the policy applies to Master, Bachelor, Associate and Certificate level programs.
- Date: 01/2014 Removed language referencing maximum number of transfer credits; added section relating to stand-alone prior learning; added statements relating to fitness credit for military training/military science course work; removed maximum credit statement relating to military credit (which follows same requirements as other transfer credit); added statement acknowledging additional requirements relating to articulation agreements or international applicants to health majors.
- Date: 06/2012 Minor editing
- Date: 02/2012 Added definitions of prior learning and transfer credit; transfer evaluation process reassigned to Registrar's Office; added reference to Graduation Requirements Policy; relocated content from the associated procedure; and minor other language changes.
- Date: 06/2004; 03/1998

Cross References:

- Graduation Requirements Policy, [P 4.11](#)
Nontraditional Credit Policy, [P 4.41](#)
Transfer Credit Procedure, [PR 4.34](#)