

Pennsylvania College of Technology

Policy Statement

Title: Transfer Credit

Number: P 4.34

Approved by:
Presidential Action

Approved Date: 04/1983
Implementation Date: 04/1983
Last Review Date: 11/2024
Last Revision Date: 11/2024

Persons/Departments Affected:

All Students with transfer credit, Registrar's Office, Academic Schools, Admissions Office

Responsible Department:

Registrar's Office

Definitions:

Transfer Credit – Credit granted for courses earned at another institutionally accredited college.

Enrollment - Major(s) that a student has enrolled in.

Cumulative enrollment grade-point average - Grade-point average calculated from the time the student entered the active enrollment and all courses that apply from prior enrollments.

Policy:

- I. The Registrar's Office will perform the transfer evaluation based on equivalencies determined by the Registrar's Office and academic school offices.
- II. 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.
- III. Each master's, combined bachelor/master's, bachelor's, and associate's degree major, as well as each certificate program (undergraduate and graduate), has specific procedures for incoming transfer students. Transfer protocols are detailed on the curriculum pages in the College Catalog.
- IV. The College will provide public access to information describing the transfer process, including a database of equivalent college courses on the College's web site.

- V. In evaluating credits from another college/university, Penn College will only consider those credits earned through coursework taken at that institution, not credits that the institution has granted through transfer or credit-by exam. Exceptions may be made on a case-by-case basis when higher-level coursework has been successfully completed at the transferring institution.
- VI. Courses to be considered for transfer must have been completed with a minimum grade of 'C' (2.0 on a 4.0 scale).
- VII. 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. Exceptions may be made in cases where an institution has implemented "Pass/Fail" grades for all courses on a temporary basis due to extenuating circumstances.
- VIII. Transfer credit will appear on the transcript with credit value only and will, therefore, not figure in the cumulative enrollment grade-point average.
- IX. Transfer credit will be evaluated only when all procedural requirements have been met as outlined in [Procedure 4.34](#).
- X. Coursework considered for transfer must be completed within the 10 years prior to enrolling at Penn College. Coursework older than 10 years will be evaluated on a case-by-case basis.
- XI. Majors with selective admission requirements may have additional restrictions on length of time allowed for evaluation of coursework. Restrictions are outlined in the special admissions requirements section of the College Catalog, if applicable for the major.
- XII. The College may recognize credits from post-secondary institutions that are not accredited by recognized institutional accreditation agencies, including stand-alone courses or training (including military). These courses may be considered for alternative credit (e.g., work/life experience). See Advanced Credit Policy, [P 4.41](#), and related procedures.
- XIII. 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.
- XIV. 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. If it is determined that there is an equivalency based on the course content and a comparable amount of instruction to a semester course, the semester credits would transfer without conversion.

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

Revision History:

- Date: 11/2024 Added definitions and updated terminology of "graduation grade-point average" to "cumulative enrollment grade-point average" to match student information system conversion.
- Date: 08/2023 Revised to include the implementation of post-master's certificate.
- Date: 03/2022 Revised to include the implementation of bachelor of architecture degree.
- Date: 09/2020 Removed references to prior learning, which are accounted for in the Advanced Credit Policy, P4.41; updated language as it relates to the 10-year limit; added that majors may have more restrictive time period for transfer credit; removed ROTC credit information
- 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, [P4.11](#)
Transfer Credit Procedure, [PR 4.34](#)
Advanced Credit Policy, [P.4.41](#)