

## Transfer Credit Policy

Date Effective: Fall 2014  
Issued By: Faculty Senate  
Contact: Registrar's Office, 814-393-2229

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### Purpose:

To provide guidelines on transferring courses from another institution to Clarion.

### Policy:

Clarion University will accept transfer courses (except remedial/developmental) from regionally accredited two and four-year institutions (e.g., Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools) that are a grade of C- or better. Transfer credits that are applied toward a specific major must be approved by the appropriate college dean or director and the department chair of the academic area in which the degree is to be granted. When applying transfer credits, all accepted courses will at least be applied as elective hours. Depending on a student's major and the number of credits, and compatibility of these credits with the student's chosen major, a student may complete her/his degree with credits beyond those required for graduation. Please note the following:

1. Students seeking to transfer must be in good academic and social standing at the transferring institution. It is the applicant's responsibility to submit official transcripts and other necessary materials for evaluation.
2. Credits are transferable, but grades and quality points are not.
3. All courses transferred must be recognized in content and quality.
4. Students who wish to challenge a course equivalency can appeal to the dean of their program of study. Students are requested to provide a course syllabus which gives more detail than just a catalog description. The course is then reevaluated by the appropriate academic department.
5. Transfer students must fill out the regular application for admission to the university, have high school and college transcripts sent to the Admissions Office, and pay the \$30 non-refundable application fee.

6. Applicants who hold the Associate of Science or Arts degree from a Pennsylvania community college will be accepted by the university and granted transfer credits as outlined in the Academic Passport Principles (see the Credit Transfer Policy section.)
7. Applicants from Pennsylvania community colleges without the Associate Degree of Science or Arts will be processed in accordance with regular transfer guidelines.
8. First-time bachelor's degree-seeking students are to complete at least 30 of the last 45 credits and at least 50 percent of the credits in their major from Clarion University. (See "Residence Requirements").
9. To ensure proper placement of transfer credits taken at another institution, students enrolled at Clarion University are strongly encouraged to request written permission from their college dean to take courses at another institution for transfer back to Clarion. Grades and quality points for courses taken elsewhere do not transfer and cannot be used as repeats for grades previously earned at Clarion.

## **Credit Transfer Policy**

### ***Academic Passport Principles***

Clarion University affirms its commitment to maximize access to higher education for all Pennsylvanians through the Academic Passport to the Pennsylvania State System of Higher Education. Community college students who have earned the Associate of Arts (A.A.), the Associate of Science (A.S.), or the Associate of Applied Science (A.A.S) degree in a program containing a minimum of 30 credits of liberal arts courses, or State System university students, who transfer from one State System university to another with a 2.0 minimum cumulative grade-point average (GPA) in all course work and a minimum of 12 credit hours, shall be considered to have an Academic Passport which will allow them to transfer to any PASSHE university. It is understood that the academic passport does not guarantee admission into specific majors. Some academic programs may have additional requirements such as satisfactory scores on Praxis exams or a higher QPA. In the acceptance and application of credits for university shall look first to apply as many credits as possible toward the satisfaction of lower-division general education requirements. Next, the receiving university shall look toward applying any appropriate credits to satisfy requirements in the major. Last, credits may be applied to satisfy elective requirements. It is the intent of the passport that credits earned as part of a qualifying degree program at a community college or state system university should be accepted and applied toward completion for the baccalaureate degree. It is recognized that in certain circumstances, such as a change in major or specialized programs of study, it may not be possible to apply all transfer credits earned toward the four-year degree; however, absent legitimate academic reasons, the intent of this policy is to make full and complete use of credits earned in qualified A.A., A.S., or A.A.S. degree programs. Transfer students shall not be required to repeat or retake courses that they have already successfully completed at another accredited institution.

In accepting the Academic Passport, Clarion University shall follow these principles:

1. Clarion University will recognize and honor the Academic Passport by admitting qualified students and shall apply credit toward graduation for all equivalent college course work completed for the associate's degree.
2. Students seeking to transfer to a State System university and who are admissible shall receive an evaluation of credits prior to enrollment and payment of tuition and fees. (Application fees may still be required).
3. Transfer students who meet the conditions of published articulation agreements shall not be required to take a higher number of credits for the baccalaureate degree than indigenous students of the receiving institution.
4. Up to a maximum of 45 general education credits and liberal arts course credits shall be used to meet lower division general education requirements, even if the receiving university does not offer the specific course being transferred or has not designated that course appropriate for general education. A course-by-course match shall not be required.
5. Students who transfer with 60 or more credits will be entitled to the same rights and privileges accorded State System students with junior status (i.e., scheduling, internships, etc.).

### ***Transfer Credit Appeal***

Students who feel the need to appeal a course equivalency on the degree audit may do so by meeting with the dean of their college. Students who appeal an equivalency are asked to provide a course syllabus which provides more detailed information than catalog descriptions. The course is then re-evaluated by the appropriate academic department.