

## Transfer Credit Policy

Date Effective: Fall 2014

Issued By: Faculty Senate

Contact: Registrar's Office, 814-393-2229

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**A. Purpose:**

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

**B. Policy:**

Clarion University will accept transfer courses (except remedial/developmental) from an institution accredited by Middle States Association of Colleges and Schools or equivalent accrediting body that are a grade of C- or better. Clarion does not typically accept transfer work from differently accredited institutions. Course work in cases that are deemed to be related to this policy will be evaluated on a case-by-case basis. College level transfer courses with a grade of D or better are transferable if the student is transferring with a completed AA, AS, or AAS degree with a cumulative 2.0 or better from one of the PA Community Colleges or when the student is transferring with a cumulative gpa of 2.0 or better with 12 or more transferable credits from another PASSHE institution. Veterans with Joint Service Transcripts or transcripts from their services' community college will receive full credit for credit value as recommended by the accrediting body.

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 student conduct 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. Transfer students must fill out the regular application for admission to the university, have college transcripts sent to the Admissions Office, and pay the \$30 non-refundable application fee. High school transcripts or GED are required for those students who have fewer than 15 transferable credits and/or are applicants for the ASN or BSN.

5. Students must satisfy the graduation residency requirements. (See “Residency Policy for specific additional residency requirements”).

**Currently Enrolled Students**

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.

***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.

**C. Procedures:** N/A

**Related Policies: Graduation Residency, PASSHE Board of Governor’s Policy 1999-01-A: The Student Transfer Policy**

**Last updated 8-2021**