



California University of Pennsylvania

Graduate School POLICY: Transfer Credit

A. Purpose & Scope

To describe the process and procedures for transferring graduate credits.

B. Definition(s)

C. Policy

Accepted graduate students may transfer one-third of the equivalent graduate-level credits required in a graduate program.

Transfer credits must be graduate level, have been earned at an accredited college or university or verified as college/university level by an independent third party, and must be equivalent (i.e., equal or interchangeable in value) to the California University course.

Transfer credits should carry a grade of “B” or better. Transfer courses with grades of CR, P, or S may be acceptable with program coordinator and graduate dean approval.

Credits earned more than six years before the initial matriculation into a graduate program at California University may not be transferable (program coordinator and graduate school approval required to transfer credits past six years).

Requests for military credit transfers must be submitted through the JST portal; preferably with ACE review and recommendations.

D. Procedure(s)

1. Accepted graduate students who wish to request transfer credits must submit to the School of Graduate Studies and Research the following:
 - a. official copy of the relevant transcript(s) from an accredited college or university or JST,
 - b. copy of the course syllabus or course description for each course they wish to transfer, and
 - c. completed Transfer Credit Request Form.
2. Transfer requests are by the program coordinator and the School of Graduate Studies and Research.
3. The School of Graduate Studies and Research will notify the student of the decision and post approved transfer credits on the California University transcript.

For non-credit transfer consideration, please see the graduate school policy on [Prior Learning Assessment](#).

E. Effective Date: October 2016

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Amended Date: June 2018