



California University of Pennsylvania

POLICY: Transfer Credits for Undergraduates

A. Purpose & Scope:

To provide guidance regarding transfer credits accepted by California University of Pennsylvania

B. Definition(s):

Transfer Credit – any college-level academic credit earned at another accredited post-secondary institution.

Developmental courses – preparatory courses which are not counted towards the fulfillment of the number of credits required for graduation.

Statewide Program to Program Agreements – Pennsylvania’s Statewide College Credit Transfer System that permits students to transfer full Associate of Arts (AA) and Associate of Science (AS) degrees into parallel bachelor degree programs at participating institutions with junior standing

C. Policy:

Current students who wish to take courses at another college or university to transfer back to California University of Pennsylvania must secure pre-approval from their advisor and their college dean at California University of Pennsylvania before registering for and taking such courses. Preapproved courses are listed on the Pennsylvania Transfer and Articulation Center (www.patrac.org)

Students interested in transferring to California University of Pennsylvania must meet the Transfer Admission standards established by the Office of Undergraduate Admission.

Developmental courses do not count toward graduation and thus are non-transferable.

California University of Pennsylvania does not set a maximum number of transferable credits. The following requirements apply to undergraduate students:

- All first baccalaureate degree students will take at least 30 of the last 60 credits from California University of Pennsylvania.
- All first associate degree students will take at least 15 of their last 30 credits from California University of Pennsylvania.
- All first baccalaureate and associate students must complete at least 50% of the major coursework from any of the 14 Universities that comprise the Pennsylvania State System of Higher Education.
- All students completing their first undergraduate certificate must take at least 50% of the credits required for the certificate from one of the 14 Universities that comprise the Pennsylvania State System of Higher Education.
- All students completing their first undergraduate minor must take at least 50% of the credits required for the minor from one of the 14 Universities that comprise the Pennsylvania State System of Higher Education.

Junior/Senior year Study Abroad semesters or other formal Articulation Agreements in which State System students may reverse-transfer credits back to their degree-granting State System University are exceptions to this policy.

For active-duty service members, the academic residency requirements will not exceed 25% of the undergraduate degree program. In addition, the residency requirement of 30 of the last 60 credits will be waived.

Transfer students who have not completed college-level math and English at the level required by their intended major may complete placement testing or submit official SAT or ACT scores or passing an appropriate CLEP examination.

Grades of “D” or above will be accepted for transfer. Grades in a course submitted for a major/minor program requirement must meet the minimum grade required by the department in the parallel course. The academic department reserves the right to require the course be repeated at California University if the minimum grade requirement is not met.

When courses are transferred, only the credits are counted. The grades of transfer courses are not included when the California University of Pennsylvania grade point average is calculated.

Courses taken at a community college or proprietary school, the equivalents of which are designated as upper-level courses at California University of Pennsylvania, will only transfer in as upper-level major equivalent courses upon the approval of the department. If the department deems the course is not an upper-level equivalent course, it will transfer in as an elective in the major area.

Although credits will always transfer according to these provisions, regulations that govern the national professional accreditation of certain programs offered at California University of Pennsylvania may not permit some courses taken in programs not similarly accredited at other two- and four-year institutions to be transferred as the equivalents of courses that may be similarly entitled or described at California University.

Students who transfer to California University of Pennsylvania under an approved Program to Program Articulation Agreement are guaranteed to transfer into a parallel bachelor degree program with junior standing. (<https://patrac.org>)

D. Procedure(s):

Students who wish to transfer credits to California University of Pennsylvania submit official transcripts from each institution attended to the Articulation and Transfer Evaluation Office. Extenuating circumstances may be reviewed by the Dean of Undergraduate Admissions.

Any questions related to transferring credits to California University of Pennsylvania should be directed to the Articulation and Transfer Evaluation Office.

Any transcripts from institutions attended prior to matriculation that were not disclosed during the admission process will not be evaluated or credited towards the curricular requirements at California University.

Coursework from non-United States institutions can be accepted for transfer credit. The International Admissions officer may recommend receipt of an official course by course international credit evaluation performed by a third party organization such as World Education Services (WES) or Josef Silny and Associates or require additional documentation to properly assess equivalencies.

All transcripts and records submitted become the property of California University of Pennsylvania and will not be returned to the student or released to third parties.

Students may also earn transfer credits at California University of Pennsylvania through Advanced Placement (AP), College Level Examination Program (CLEP) exams, Defense Activity for Non-Traditional Education Support (DANTES) exams, Prior Learning Assessment (PLA), and military credits based on American Council on Education (ACE) recommendations. Students interested in these opportunities should review the relevant policies.

To qualify for Latin Honors at graduation, students must complete the minimum number of California University of Pennsylvania credits specified in the relevant policy.

E. Appeals Process:

Students who wish to appeal the transfer decision of course work must submit the appeal in writing to the Articulation and Transfer Evaluation Office. The letter must include the following:

- The name(s) of the previous institution(s) attended, the course number and title of each course for which the student was denied transfer credit or assumed transferred incorrectly along with the date(s) of enrollment in each course.
- If a course syllabus is needed to further investigate the student's appeal, it will be the responsibility of the student to provide this information.

- A statement indicating why the credit(s) should be accepted or count toward a different course and/or course number.

The Articulation and Transfer Evaluation Office will re-evaluate the course(s) for which the student is requesting reconsideration in consultation with the discipline specific department chair and/or dean. A written response will be delivered to the student in a timely manner once the appropriate individuals have reviewed the course materials, past practices, and the student's specific circumstances. Once the evaluation is completed, the decision made by the above is final.

F. Effective date: January 1999
Updated date: September 25, 2018
Amended Date: