

Purpose

To define the process by which matriculated students may transfer credit from institutions other than PA College.

Policy Detail

Prior to registering for a course at an institution other than PA College, the student must complete the [Request to Accept Credit from Another Institution Form](#) in order to assure compliance with the proper method for having the course approved and the credits accepted.

A matriculated student is a student who is active in a degree-granting program. The start date of the first term in which the student is active in the respective program is in the student’s date of matriculation.

Matriculated undergraduate students may transfer up to 6 total credits:

- A. 3 credits of 100 and 200 level courses
- B. 3 credits of 300 and 400 level courses

This is in addition to credits earned by alternative methods. Refer to [Policy 1.0.3 Alternative Credit Acceptance](#) for additional information.

Matriculated graduate students may transfer up to 3 credits from other institutions for graduate division courses (500 level courses or above). The course for transfer must have been taken at a regionally accredited institution and will be reviewed for currency and alignment with graduate program courses.

Students who have taken a course at PA College and earned a grade less than that which is required (this includes a grade of “W”) must repeat the course at PA College.

References:

- [Policy 1.0.3 Alternative Credit Acceptance](#)
- [Request to Accept Credit from Another Institution Form](#)

Audience:	Students, Advisors
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Owner:	Registrar