

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

1. Prior to registering for a course at an institution other than PA College, the student must complete the *Request to Take Coursework at Another Institution* form in order to assure compliance with the proper method for having the course approved and the credits accepted.
2. Matriculated undergraduate students may transfer up to 9 total credits: 6 credits of 100 and 200 level courses and an additional 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.
3. 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.
4. Matriculated graduate students may transfer 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. For the Nurse Practitioner Program, graduate courses must have been taken within the past 5 years in order to be considered for transfer credit.

<b>Audience:</b>	Students, Advisors
<b>Date Issued:</b>	04/21/03
<b>Date Approved by Faculty:</b>	04/21/03, 11/29/07
<b>Date Revised:</b>	11/14/06, 04/21/10, 03/28/11, 03/26/12, 02/25/13, 09/22/14, 07/13/16, 11/28/16, 05/21/18
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<b>Owner:</b>	Registrar