

AASS 1011- 2010

**Background**

The College is required by the Higher Education Opportunities Act (2008) and PDE to publish its transfer-of-credit policies "in a readable and comprehensible manner." The disclosure must include any criteria that the institution uses for transfer of credit earned at another institution. An institution also must disclose a list of institutions with which it has agreements regarding the acceptability of transferred courses toward meeting specific degree or program requirements. PDE is also requiring the College to document its compliance with the above on an annual basis.

To fully comply with these requirements, the College has taken the opportunity to review and update its Transfer Policy and Transfer and Articulation Agreements. The revised Transfer Policy and Appeal Process is attached for Board approval.

**Motion**

The Academic Affairs/Student Services Committee recommends that the Board of Trustees approve the revised Transfer Policy and Appeal Process.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
August 24, 2010

Date

## **Academic Policy: Transfer of Credit and Transfer Appeal Process**

### **Transfer to Penn Highlands**

Students who have earned credits at other regionally accredited colleges or universities may request to have those credits applied to their program of study at Penn Highlands. Those wishing to do so must submit official transcripts from the other institution(s) in which they were enrolled along with the Penn Highlands Application for Admission.

Upon receipt of the Application for Admission and any other materials required for admission, the College will review the student's official transcript(s) and determine which credits, if any, are to be applied to the student's intended program of study. A written transfer evaluation will be sent to the student.

Pursuant to AACRAO (American Association of Collegiate Registrar and Admissions Officers) guidelines, Penn Highlands will award transfer credit for courses in which a 2.0 ("C") or higher grade is earned and which are deemed equivalent to required or elective courses in the student's program of study.

To earn an Associate degree from Penn Highlands, students shall complete a minimum of 30 credit hours at the College.

Transfer grades are not referenced on the Penn Highlands transcript nor are they factored into the student's cumulative grade point average.

Transfer credit will be awarded for courses in which the student has earned a 2.0 ("C") or higher grade. Credit will not be awarded for courses in which the student earned a grade of "D", "F", "W", "Inc", "Au", "P/F", or "In Progress." Coursework older than ten years is generally not eligible nor are Continuing Education Units (CEU's).

Penn Highlands does not accept developmental/remedial courses for transfer. Those courses, commonly numbered 000 – 099, include pre-college English, math, reading, and study skills courses. Typically, Penn Highlands does not accept First Year Experience (freshmen seminar) courses for transfer.

If Advanced Placement and/or CLEP credits are listed on another college's transcript for credit, Penn Highlands will require an official copy of the score report to evaluate.

For additional information on credit transfer and non-traditional options for earning College credit at Penn Highlands, please contact the Office of Admissions, an Academic Advisor, or the Student Success Center.

### **Credit Transfer Appeals:**

Students unsatisfied with the outcome of their transfer credit petition have the right to appeal that decision to the Vice President and Dean of Academic Affairs.

The steps for appeals are as follows:

- Student must write a letter of appeal accompanied by a syllabus of the course(s) in question along with any other documents that may support the appeal.
- The Vice President will review the request
- The student will receive a response to the appeal within 10 business days of the receipt of the appeal.