



Policy: NPRC-3425: Transfer Credits
Origination: 07-09-2018
Approved: 09-21-2018
Effective: 09-21-2018
Reviewed: 05-04-2021
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Subject: Transfer Credits

1. PURPOSE

This policy statement establishes guidelines for how transfer credits are awarded for students who have completed courses at other colleges or universities.

2. SCOPE AND APPLICABILITY

This policy is applicable to all transfer students who seek to enroll in credit-bearing course(s) or programs of study at Northern Pennsylvania Regional College (NPRC or the College).

3. REFERENCES

3.1 NPRC-3215: Admission and Enrollment Standards and Guidelines

4. DEFINITIONS

4.1 Transfer Student is an entry type assigned to a Non-Degree- or Degree-Seeking Student who has earned college credits at one or more colleges or universities other than NPRC after earning a high school diploma or equivalency recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States.

5. POLICY

5.1 Any course completed from any college or university for which an equivalent or related course exists at NPRC is eligible for consideration for awarding of transfer credit, provided the following criteria are met:

- 5.1.1 An official transcript is provided by the college or university of record directly to the Office of the Registrar at NPRC;
- 5.1.2 The course completion date of the course under consideration for transfer consideration is within ten years prior to the date fall academic classes begin as published on the academic calendar for the student's catalog of record;

- 5.1.3 The minimum grade awarded is a C; and
- 5.1.4 Courses under consideration meet any additional or more restrictive criteria established for specific programs of study.
- 5.2 Courses for which transfer credit is awarded may be used to meet program requirements or elective credit as applicable to the student's program of study.
- 5.3 GPA calculation for the purposes of academic standing, academic honors, and minimum GPA requirements for graduation is based only on grades earned in courses completed at NPRC.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 Upon receipt of complete official transcripts, the Registrar or designee shall conduct the transcript evaluation process for Transfer Students. Responsibilities of key personnel and the timeline by which transcript evaluation occurs is as follows:
 - 6.1.1 The Registrar or designee shall refer courses without established equivalencies to the Dean of Curriculum and Instruction for evaluation prior to 10 calendar days before the last date of withdrawal during the student's first term of enrollment.
 - 6.1.2 The Dean of Curriculum and Instruction or designee shall determine equivalencies for the referred course(s) by comparing the course descriptions, course objectives, learning outcomes, and/or assessment instruments to the course(s) offered by NPRC and shall provide the Registrar with a recommendation for awarding equivalent credit prior to the due date for submission of final grades during the Transfer Student's first term of enrollment.
 - 6.1.3 The Registrar or designee shall complete the transcription evaluation process prior to the first day of class of the second term of enrollment
 - 6.1.4 The Registrar or designee shall notify the student of the results of the transcript evaluation process by email to the student's college-assigned email account within 10 calendar days of completion of the evaluation process.
 - 6.1.5 The Transfer Student may submit a written appeal to the office of the Vice President for Academic and Student Affairs within 30 calendar days of receipt of denial.

- 6.1.6 In the event of an appeal, the Vice President of Academic and Student Affairs or designee shall review the transcript evaluation process and its conclusions, meet with the student to discuss the evaluation within 30 calendar days of receipt of the appeal, and issue a final ruling in writing to the Registrar and Dean of Curriculum and Instruction or designee, and student regarding the awarding of transfer credit via email to official college-assigned email accounts or USPS mail. This ruling shall be considered final.

7. SIGNATURES

Signature on file

Chair, Board of Trustees

Date

Signature on file

President

Date

Attachments: None

Distribution: Board of Trustees; <https://regionalcollegepa.org>