



Transfer Credits

1. PURPOSE

This policy establishes guidelines for awarding transfer credits at Northern Pennsylvania Regional College (“NPRC” or the “College”) for students who have completed courses at other reputable educational institutions.

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 NPRC.

3. REFERENCES

3.1 CLDR-1110: Policy Review Schedule

3.2 INDX-1110: Master Policy Index

3.3 NPRC-9315: Admission and Enrollment Standards and Guidelines for Academic Students

3.4 FORM-9425-01: Transcript Evaluation-Official

3.5 FORM-9425-02: Transcript Evaluation-Unofficial

4. DEFINITIONS

4.1 **Transfer Student** is an entry type assigned to a degree-seeking student who has earned college credits at a college or university 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 college issuing the official transcript is determined to be reputable;
- 5.1.3 The minimum grade awarded is a C;

- 5.1.4 For discipline-specific/major courses, the course completion date of the course under consideration for transfer 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.
 - 5.1.4.1 If the course completion date of the course(s) under consideration for transfer is more than ten years prior to the date fall academic classes begin as published on the academic calendar for the student's catalog of record:
 - 5.1.4.1.1 The course(s) under consideration will be reviewed by the appropriate Academic Director in collaboration with the relevant full-time faculty to determine if the course(s) is eligible for exemption from the course completion date criteria outlined above.
- 5.1.5 Course completion date is not considered for General Education courses or courses included in a completed degree.
- 5.1.6 Courses under consideration meet any additional or more restrictive criteria established for specific programs of study.
- 5.2 Students may be eligible to pursue prior learning credit as outlined in NPRC-9515: Prior Learning Credit.
- 5.3 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 but may not account for more than 50% of the discipline-specific/major courses in a degree program.
- 5.4 Grade Point Average (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.
- 5.5 The appropriate Academic Director 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.

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 on an ongoing basis. Responsibilities of key personnel and the timeline by which transcript evaluation occurs is as follows:
 - 6.1.1 The appropriate Academic Director 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.
 - 6.1.2 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.

- 6.1.3 The Transfer Student may submit a written appeal to the Office of the Vice President of Academic Affairs and Accreditation Liaison Officer (VPA) within 30 calendar days of receipt of the transcript evaluation.
- 6.1.4 In the event of an appeal, the VPA 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, appropriate Academic Director, 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.

6.2 The VPA is responsible for the administration of this policy.

7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1110: Policy Review Schedule.

8. SIGNATURES

Signature on file

_____	_____
Chairperson, Board of Trustees	Date
<i>Signature on file</i>	

_____	_____
President	Date

Revision Notes: Policy in Revision