

East Stroudsburg University of PA Transfer Credit Policy

East Stroudsburg University welcomes applications from students who wish to transfer from another college; community college or university, and utilizes the following guidelines in the transfer credit evaluation process.

How Credits Transfer:

- Credits with grades of “C-“or better will be considered for transfer credit.
- Developmental (remedial) courses and those of a specific vocational, technical, occupational, office administration, or theological nature are not considered transferable.
- Students with a conferred Associate in Art (A.A.) or Associate in Science (A.S.) degree from a Pennsylvania community college, or Lackawanna College may transfer credits in courses where the grade of ‘D’ is earned if the student has an overall GPA of 2.0 or higher from each institution attended.
- Students who have attended another Pennsylvania State System of Higher Education institution (PASSHE), and earned a minimum of 12 college-level credits may transfer credits in courses where the grade of ‘D’ is earned if the student has an overall GPA of 2.0 or higher from each institution attended.
- ESU does not limit the number of credits a student may transfer to the University. However, students must complete all University Requirements for the baccalaureate degree as outlined in the Undergraduate Catalog.

Academic Passport:

Pennsylvania community college, and Lackawanna College students who have a conferred Associate of Arts (A.A.) or the Associate of Science (A.S.) degree or students who have attended another Pennsylvania State System of Higher Education institution (PASSHE), with at least 12 college-level credits completed and a minimum QPA of 2.0 or higher from all institutions attended will transfer under the guidelines of the Academic Passport Program.

Applying Transfer Credit Equivalencies:

Transfer credit is first applied to General Education (GE) categories in an attempt to fulfill the ESU 50 credit General Education requirement. Additional transfer credit is applied toward the intended major of study. Credit that does not fit General Education or the major requirements transfers as Elective (ELEC) credit.

- If ESU does not offer an exact equivalent course, elective credit [199, 299, 399] can be awarded.
- 199 Code: General Education Elective credit [no exact matching course].
- 299; 399 Codes: Department Elective credit [no exact matching course]. The ESU academic department determines how the credit is applied to the major.
- ELEC 299: Free Elective credit. Does not count toward general education or major requirements, therefore transfers as elective credit.

Students may transfer credit from institutions that have been accredited by:

- Middle States Association of Colleges and Schools
- New England Association of Colleges and Schools
- North Central Association of Colleges and Schools
- Northwest Association of Colleges and Schools
- Southern Association of Colleges and Schools
- Western Association of Colleges and Schools
- Accrediting Commission for Community and Junior Colleges
- Accrediting Commission for Senior Colleges and Universities

Credits from either non-accredited institutions, foreign institutions, or institutions not accredited by the above will need to be approved by the relevant ESU academic department and the academic dean.

Credits from Non-US Institutions:

Credits from foreign institutions are evaluated based upon the recommendations of the World Education Service (WES) a professional credential evaluation service. Applicants who wish to have transferrable credits evaluated must do so directly through the WES, and request that WES forward the results to the ESU Office of Admission. You can download a WES application at www.wes.org.

Notifying Applicants of Credit Equivalencies:

At the time of application review, the Office of Admission will review transcripts of all completed coursework with final grades for transfer credit. Credits previously evaluated and deemed transferrable are applied to the student's *Initial Transfer Credit Evaluation 'TCE'*, which is included with the offer of admission or mailed shortly thereafter (prior to Registration).

Credit not been previously evaluated will be reviewed by the Registrar's Office. The Evaluator will determine any additional transfer credit, update the student record and send the updated final 'TCE' to the applicant indicating any additional transfer credit awarded to the applicant.

East Stroudsburg University of PA Transfer Credit Policy

Transferrable credit is officially added to the student ESU record upon receipt of the official final college/university transcript and upon verification of enrollment (completed course registration).

Courses In-Progress

Transfer credit for courses in-progress will be evaluated upon receipt of a final official college/university transcript, which indicates final grades.

Final Transfer of Credits:

Transferrable credit is officially added to the student ESU record upon receipt of the official final college/university transcript and upon verification of enrollment (completed course registration).

Final approval of credits counting towards the major (including department elective credit such as 299, 399) rests with the chairperson of the academic department.

Transferring with a Baccalaureate Degree (Second Degrees):

A student who is already the recipient of a baccalaureate degree (either from East Stroudsburg University or from a different regionally-accredited university) who wishes to pursue an additional undergraduate field will be required to complete a minimum of 32 semester hours at East Stroudsburg University including the requirements for the major. The program of study for the additional degree is to be approved by the appropriate department chair and appropriate academic dean.

Students Transferring Credit back to East Stroudsburg University:

Current East Stroudsburg University students who desire to transfer courses from another college or university back to ESU should secure the approval of their academic advisor, or the department chairperson where the external credits would transfer, prior to registering.

University Requirements (2009-2010 Undergraduate Catalog):

- A minimum of 120 semester hours. Some degree programs may require more than 120 credits.
- At least 40 percent of the total baccalaureate degree requirements must consist of upper-level, advanced coursework (i.e. courses intended for students beyond sophomore level).
- A minimum cumulative quality point average of 2.00. Some degree programs may require a higher cumulative quality point average.
- Demonstration of competence in basic mathematical skills. (See Basic Mathematical Skills Competency).
- Completion of the general education requirements. (See The General Education Program).
- For students in B.A. programs, no more than 48 credits from any single department may be applied toward the 120-credit minimum. Students in B.S. programs may apply no more than 64 credits from any single department toward the 120-credit minimum. In either case, if a department offers courses under more than one rubric, then this regulation applies separately to each rubric used.
- Completion of the requirements for one or more majors.
- A minimum residency as outlined below:
 - The minimum residence requirement for the baccalaureate degree in one year (32 credits earned from East Stroudsburg University).
 - The last 32 credits must be taken at East Stroudsburg University unless a waiver is granted. This waiver requires the approval of the student's advisor, major department chair, and academic dean. Some programs, which require off-campus senior level experiences at other schools, have automatic exemptions from this section.
 - The minimum number of credits in the major which must be taken at East Stroudsburg University will be determined by the department housing the major.

Transfer Credit Appeal Process:

Students may appeal transfer credit evaluations by contacting Geryl Kinsel in the Office of Enrollment Services at either gkinsel@po-box.esu.edu or (570) 422-2811.

Students not satisfied with the final transfer credit evaluation may appeal the decision to the chairperson of the academic department relevant to the course/s in question. Full and final discretion rests with academic departments. Students who appeal an equivalency are asked to provide a course syllabus, which provides more detailed information than catalog descriptions.