

College Catalog

One College Avenue, Williamsport PA 17701-5799 · (570) 326-3761 or (800) 367-9222

Transferring Credits to Penn College

Courses taken at other regionally accredited colleges and universities will be accepted in transfer provided that these courses are comparable to courses offered at Penn College and are applicable to a degree program at Penn College. No credit is given for internships/co-op courses, or for academic courses with pass/fail or satisfactory/unsatisfactory grades.

College credit earned before high school graduation will be evaluated only if the college where the course was taken issues an official college transcript. Students who have earned college credit before graduation from high school are subject to the same transfer protocol as are those transferring credit from other colleges.

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Transfer Students

A student wishing to transfer here from another college must follow these steps:

1. Complete steps of the [Admission Process](#), including payment of the nonrefundable application fee.
2. Request that registrars of all previously attended colleges send official transcripts directly to the [Penn College Admissions Office](#) (not issued to the student). The College also may request a high school transcript.
3. Upon request, provide course syllabi or a college catalog to the Admissions Office for use in evaluating courses completed at another institution.
4. An [International student](#) submitting transcripts from a college outside the U.S. must also submit a certified copy of his/her credential evaluation from World Education Services, Inc., located in New York. Transfer credits will not be awarded without the credential evaluation.

Course Transfer

Courses taken previously at another institution will be evaluated on course equivalency to determine relevancy and fulfillment of curriculum objectives within the chosen Penn College major. A copy of the evaluation for transfer will be provided to the student.

[Transfer Course Equivalency Search](#)

Course transfers will be considered and implemented under the following parameters:

- It is the student's responsibility to submit official college transcripts and course syllabi for courses not already included in the College's listing of approved transfer courses.
- It is the student's responsibility to make certain all courses have been evaluated prior to scheduling to avoid repeating any course work. Course work cannot be transferred if the student

is enrolled in the course. Courses dropped after the start of the semester are subject to financial penalties as stated in the [College's Refund Policy](#).

- The Admissions Office will review and determine the eligibility of course work less than 10 years old; transfer of courses that have not been previously reviewed will be determined with guidance from the academic school dean.
- The appropriate academic school dean and program administrators will evaluate course work older than 10 years based on materials, transcript, and course descriptions to determine if previous courses are equivalent to courses currently required for the chosen major.
- The Admissions Office, in conjunction with the academic schools, will attach the courses approved for transfer to the student's academic record and send notification of the transcript evaluation to the student. Students wishing to appeal a decision can do so by meeting with the school dean, who makes the final determination regarding course equivalency.
- Courses to be considered for transfer must have been completed with a grade of 'C' (2.0) or better. However, if a student earns a cumulative 'C' (2.0) average or better in sequential courses (for example, English 1 and English 2), an exception may be made based on the evaluation of the courses.
- Transfer students will enroll without a graduation grade-point average.
- All transfer credit will appear on the student's transcript after the student successfully completes 12 credits of academic work at Penn College. Transfer credit will appear on the transcript with credit value only, no grades.

Degree-Specific Transfer Requirements

Associate-Degree and Certificate Majors

Transfer credit refers to credit for courses earned at another institution, college credit earned before high school graduation, service credit, and credit earned through the College Level Examination Program (CLEP). A maximum of 30 transfer credits may be applied toward an associate's degree or certificate.

Bachelor-Degree Majors

Each bachelor of science degree major has specific procedures for incoming transfer students. Transfer protocols for these majors are detailed on the Curriculum page for each bachelor-degree major.