



Transfer Credits

1. PURPOSE

This policy establishes guidelines for how transfer credits are awarded at Northern Pennsylvania Regional College (“NPRC” or the “College”) 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 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-9315-01: Transcript Evaluation-Official

3.5 FORM-9315-02: Transcript Evaluation-Unofficial

4. DEFINITIONS

4.1 Transfer Student is a student who has attended 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 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;

- 5.1.2.1 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, students may be eligible to pursue prior learning credit as outlined in NPRC-3515: Prior Learning Credit.
- 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 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.
- 5.4 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 (VPAA/ALO) within 30 calendar days of receipt of the transcript evaluation.
 - 6.1.4 In the event of an appeal, the VPAA/ALO 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 VPAA/ALO 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 _____

Signature on File

President Date _____

Revision Notes: Final Approved Policy