

University of Scranton

Transfer Credit Policy and Procedures

I. Purpose of Procedure. The purpose of this policy is to establish a formal agreement between two or more

institutions of higher education regarding a specific academic program.

A course designed to prepare a student for transfer credits shall not apply toward a

degree program that provides for an evaluation of a student's academic program at an institution that is accredited by a regional or national Higher Education Accreditation.

Transfer credit for the equivalent course content should be granted if the student is positioned to succeed in subsequent courses in the program. For example, students who have completed a course at another institution that has been approved by the University of Scranton may receive credit for that course.

The University of Scranton will accept credits from a regionally accredited institution, including a college or university through prior learning assessment or a regionally accredited institution.

The University of Scranton will accept credits from a regionally accredited institution outside the United States. The UofS shall accept credits from a regionally accredited institution outside the United States for a degree program.

Transfer credit for a course shall not be granted undergraduate certificate or degree program completion. Transfer credit for a course shall be granted if the student's transcript shows

UofS.

- ii. Undergraduate students who have completed courses in Diploma Programme of the International Baccalaureate Organization (IBO) must forward an official IB transcript to the Office of Admissions. The University grants academic credit for only higher level (HL) exams with a grade of five (5) or better.
 - iii. Although credit may be earned through approved/accredited articulation agreements, AP credit, International Baccalaureate (IB) coursework from another college/university credits for a specific course may be granted only once.
 - d. Procedures for Evaluating Credit Earned Post Undergraduate Matriculation at UofS
 - i. Matriculating undergraduate students in good academic and disciplinary standing at a University of Scranton may transfer in a maximum of 10% of the total credits in their program. Undergraduate transfer students from another institution will be limited to a maximum of 10% of the total credits remaining in their program from the initial point of University of Scranton matriculation. All students must complete at least 63 credits at The University of Scranton, including the last 30 credits of their program of study.
 - ii. University of Scranton undergraduate

program of study. Special consideration is given to students with double majors, minors or area of concentration. It should be noted that most departments require that at least half of the credits in the student's major be taken at the University.

- i. Credit Life. In general, undergraduate coursework attempted more than five years ago will be reviewed for transfer on a case by case basis. Graduate coursework must have been taken within six years of the date of requested transfer to the UofS.

V. **Disseminating Information.** UofS shall publish information concerning transfer in its catalog and website. Published information shall include the following:

- a. Transfer policies, procedures and guidelines
- b. Articulation agreements
- c. Appeal process for transfer decisions at the college

VI. **Responsibility**

a. Student Responsibilities

- i. Transcripts and Supporting Documentation. The student is responsible for submitting an official transcript and any other required supporting documentation to meet University policy and procedures to the appropriate office. An official transcript must be sent directly from the institution/agency from which credit was earned. If handcarried by a student, it must be delivered unopened with the official seal intact. Student copies and faxed transcripts are not considered official. Official transcripts received from previously attended postsecondary institutions will automatically be evaluated for the program in

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- i. The appropriate academic department chair/program director determines the acceptance and application of all transfer courses that have not been evaluated previously for UofS equivalency credit, including transfer coursework that is formalized in an articulation agreement.
 - ii. In order to minimize barriers to enrollment, the Department Chair/Program Director is encouraged to utilize the course description provided to her/him when assessing transfer credit equivalency, especially when evaluating introductory (100) level, general education and or free elective credits. If a Department Chair/Program Director cannot determine if a course is substantially similar to a UofS course based upon the course description alone, the Department Chair/Program Director shall refer the matter to the appropriate level of review.

- b. A student should first contact the Office Registrar and Academic Services to discuss the evaluation results with a Transfer Credit Analyst. The student may be asked to provide any additional documentation needed to assist with the review (e.g., an updated transcript or college catalog, or other documentation from the sending institution). The ORAS Transfer Credit Analyst will discuss the student's appeal with the Department Chair/Program Director who rendered the original transfer credit decision.
- c. If the issue is not resolved in step A, the student may request reconsideration of the transfer credit via a written appeal addressed to the Dean of the College in which the course is housed. The letter must articulate the reason(s) the student believes the course should transfer. The Dean, after consultation with the respective Department Chair/Program Director will render a final written decision to the student within ten working days

Approved April 2020