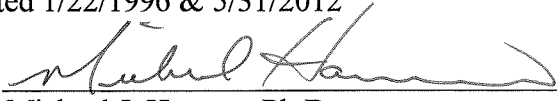


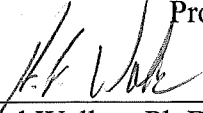
EDINBORO UNIVERSITY OF PENNSYLVANIA

UNDERGRADUATE TRANSFER STANDARDS

Policy No. A019
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Supersedes Policy No. A019, Dated 1/22/1996 & 5/31/2012

Recommended for Approval By: 
Michael J. Hannan, Ph.D.
Provost and Vice President for Academic Affairs

Approved By:  on 9/27/16
H. Fred Walker, Ph.D., President Effective Date

Review Date: As Required

INTENT

The intent of this policy is to establish University standards with regard to the acceptance of transfer coursework for undergraduate students seeking admission to the institution and for matriculated students at the institution seeking to complete coursework at other regionally accredited institutions for transfer back to the University.

POLICY

In accordance with its enrollment management plan, Edinboro University seeks to enroll certain qualified students in transfer from other institutions of higher education. Review and acceptance of academic credits for students is performed by the Undergraduate Admissions Office in consultation with department chairs, and Academic Deans, as appropriate.

PROCEDURE

Transfer coursework from other institutions of higher education is evaluated according to the following conditions:

1. Edinboro University accepts credits in transfer from institutions of higher education which are accredited by regional accrediting bodies (e.g., Middle States Commission on Higher Education). Coursework completed at institutions which are not regionally accredited may be accepted by the University following evaluation by the academic deans in consultation with department chairs.
2. A student who completes an associate degree from a publicly supported Pennsylvania community college can expect to have all coursework considered for transfer. "D" grades for such students will be treated as the University treats "D" grades for its non-transfer students.
3. A student who has a baccalaureate degree from another institution and is attempting to complete a second baccalaureate degree at the University will have all applicable degree credits from the first degree applied toward meeting the requirements of the second degree program. However, students seeking a second baccalaureate degree must earn at least 30 of their last 60 credits through completion of Edinboro University coursework and complete any outstanding requirements for the degree program they seek to complete.

4. Transfer credit completed by correspondence is accepted from regionally accredited institutions of higher education up to a maximum of 30 semester hours. Transfer credit is also awarded for coursework completed by correspondence for members of the Armed Forces of the United States enrolled in an approved Department of Defense program. Transfer credit is not awarded for the completion of nonacademic credits such as Continuing Education Units (CEUs).
5. Undergraduate students may repeat failed course work at another institution. Students should utilize a transfer articulator such as the PA TRAC, which is found at www.patrac.org or the Edinboro University Transfer Articulator on the EU website. These transfer articulators will assist in course selections at a community college or another college/university for transfer back to EU. It is *strongly suggested* that students consult with their Academic Advisor or Chairperson prior to registering for classes.

Following completion of the coursework the student is instructed to have an official transcript sent to the Undergraduate Admissions Office. Transcripts are processed and, if the student earned a grade of "C-" or better, the college-level credits that meet University requirements are added to the academic record; and if the student is repeating failed coursework, then the failed course at Edinboro is coded so as not to impact the student's GPA.

6. Credit to meet degree requirements for a particular academic program will not be given for
 - 1) courses which are not equivalent to those required or approved for the curriculum;
 - 2) courses completed at other colleges or universities in which grades below C- were earned.

Academic deans may allow free elective credit to be awarded for valid academic courses for which the University has no equivalent.

7. Credits are not officially accepted and applied to a student's academic record until an official transcript from each transfer institution is on file. As defined by the Registrar, an official transcript must come directly from the sending institution and contain the signature of the registrar (or other appropriate person) and official seal of the institution.
8. For international transfer students seeking transfer credit, the Admissions Office at Edinboro University **REQUIRES** that all internationally-educated applicants have their foreign credentials from a college or university evaluated by an accredited credential evaluation service. For a list of such services, please consult the National Association of Credential Evaluation Services (NACES). Transfer applicants must have a "Course by Course Report" completed by the service.
9. In cases of parallel programs articulated with community colleges, courses are accepted in transfer as per the written agreement. Wherever possible, established articulation matrices are utilized to evaluate such coursework.

10. In cases involving institutions for which no previous review of coursework has been completed, catalog records and related evidence will be used to make equivalency determinations. In cases where course descriptions are not readily available, the student will be asked to provide course descriptions. In special situations where additional information is deemed necessary in order to make equivalency decisions, the student will be asked to provide a course syllabus. Department chairpersons and the academic deans will determine the acceptability of courses in cases where equivalency to Edinboro coursework is questionable.
11. Coursework completed more than ten calendar years prior to the term for which the student is seeking admission to the University will be reviewed for acceptability for transfer by the department chairs and academic deans in accordance with the provisions of Policy A028 (Evaluation of Credits Over Ten Years Old).
12. All credits taken on a quarter-hour basis will be converted to semester hours by multiplying the quarter-hours by two-thirds.
13. All first baccalaureate degree students will take at least 30 of their last 60 credits at Edinboro University. All first baccalaureate and associate students will take at least 50% of credits required for the Major (including required cognate courses) from a PASSHE university. Certain majors may require up to a maximum of 50% of the major credits to be taken at Edinboro University. Students seeking an associate degree must complete at least 15 of their last 30 credits in courses scheduled by the University.
14. Transfer student progress is determined the same as for non-transfer students. The cumulative GPA for transfer students is calculated using only hours attempted and earned at Edinboro University.
15. To be eligible for honors recognition at graduation, a transfer student must have attempted and earned at least 45 semester hours of credit at Edinboro University, and have earned a cumulative quality point average of at least 3.40 (4.00 scale) for all credits graded on the A through F scale earned at Edinboro University.

RELATED POLICIES

PASSHE, Board of Governors Policies, System Academic and Financial Procedures: SA-022B, Course Repeat Policy; SA-047, 2016-24, Graduation Residency Requirements.