

Pennsylvania College of Technology

Procedure Statement

Title: Transfer Credit

Number: PR 4.34

Approved by:
Presidential Action

Approved Date: 09/1983
Last Review Date: 09/2026
Last Revision Date: 09/2026

Persons/Departments Affected:

All Students with transfer credit, Registrar's Office, Admissions Office,
Academic Schools

Responsible Department:

Registrar's Office

Procedure:

- I. In order for an individual to have their previous academic work, as defined in the Transfer Credit Policy [P 4.34](#), evaluated for transfer of credits, the following must occur:
 - A. The student must be currently enrolled or accepted to the College for an upcoming semester.
 - B. The student/applicant shall request an *official* transcript of previous academic work from all respective institutions be sent to the Admissions Office. The Admissions Office will document and then forward all transcripts to the Registrar's Office for evaluation. For military coursework, a Joint Services Transcript (JST) or Community College of the Air Force (CCAF) transcript will be accepted.
 - C. A transfer credit evaluation will be started by the Registrar's Office upon receipt of an unofficial transcript; however, transfer credit will not be considered final and official until an *official* transcript is received.
 - D. In the case where a prior degree is required for acceptance to a major or to fulfill the requirements of a pathway/articulation agreement, and when the student is anticipated to complete the degree prior to enrollment at Penn College but still has coursework in progress, the in-progress coursework will be included in the transfer credit evaluation. The in-progress coursework must be in the student's final semester of study in the prior degree. In these cases, an official, final transcript showing degree conferral must be received before classes commence for the semester of admission.

- E. Applicants who receive credits from a pathway/articulation agreement that fail to submit official, final transcript(s) showing degree conferral by the specified deadline will have the in-progress credit removed, and the student will be moved to a related major, if necessary. Applicants who are completing a prior degree close to the start of their semester of enrollment at Penn College may be issued an extension to the deadlines above at the discretion of the Registrar's Office.
- F. Credit evaluated from an unofficial transcript, or for in-progress coursework as stated above, will be noted as "UT" until the official, final transcript is received.
- G. The student/applicant is notified via email by the Registrar's Office to review results of the transfer credit evaluation. Applicants are directed to review the degree audit on the Student Portal.
- H. The Registrar's Office will maintain the Transfer Course Equivalency List (External Course Crosswalk). The list will reflect course equivalencies as they apply to any student enrolled in any major; this may include groups of external courses that are equivalent to groups of, or individual, Penn College courses.
- I. When a transfer course is not listed on the Transfer Course Equivalency list, the Registrar's Office, under the guidance of the appropriate academic school, will determine if the course should be added to the Transfer Course Equivalency Search list. The Registrar's Office may ask that the student furnish the course syllabus, if needed for a complete evaluation.
- J. The transfer course evaluation considers the following:
 - a. the educational quality of the learning experience which the student seeks to transfer;
 - b. the equivalency of course content, expected learning outcomes, curriculum, and other standards;
 - c. whether the content provides adequate foundation for subsequent courses in a sequence (i.e., will the course be adequate as a pre-requisite to other coursework?);
 - d. the comparability of the nature, content, and level of the learning experience to that offered by Penn College; and
 - e. the appropriateness and applicability of the learning experience to student's selected major, in light of their educational goals.
- K. Following the completion of the transfer course evaluation, students will be notified of the decision by the Registrar's Office. An explanation will be provided if a completed course is deemed not equivalent to a specific Penn College course covering similar content.

- L. A student may appeal a course equivalency decision as follows:
- a. Students should review the reason for the denial to identify why the credit was not awarded.
 - b. Students should gather supporting documentation to address the reason for denial and why they believe the course meets the learning outcomes for the required course in question. Documentation may include, but is not limited to, course syllabus; examples of assignments, projects, or other assessments; or other materials demonstrating course content and learning outcomes.
 - c. Within 30 days of receiving the results of the transfer credit evaluation, students should complete the Transfer Credit Appeal Form, clearly linking the completed course to the desired equivalent at Penn College. The form is made available to students through the transfer course evaluation process.
 - d. Students should submit the form to the Registrar's Office for review by the appropriate school dean or designee.
 - e. The dean or designee reviews the submitted materials; subject matter experts, program faculty, or department representatives may be consulted to evaluate course content, learning outcomes, etc.
 - f. Decisions will be communicated to the student within ten (10) business days. The decision of the school dean or designee is final.
- M. If courses completed at another institution are determined not to be equivalent to specific Penn College courses, they may be considered for transfer through course substitution at the discretion of the academic school dean or designee.
- N. Currently enrolled students may contact the Registrar's Office for information on the transferability of specific courses from other institutions. Applicants should contact the Admissions Office for transfer information.
- O. The Registrar will remove transfer credit from student's transcript if student does not matriculate.

Revision History:

Date: 09/2026 Added language for appeal process and other minor revisions.

Date: 11/2024 Updated to reflect new terminology and process associated with student information system conversion.

Date: 08/2023 Language added related to the considerations involved with transfer course evaluations.

Date: 09/2020 Updated requirement for applicants to be accepted prior to evaluation; added content related to transfer credit for in-progress course work; clarified use of “UT” credit; updated the platforms to which students are directed to access evaluations; removed reference to AP and CLEP, as they’re accounted for in the Advanced Credit P 4.41.

Date: 08/2017 Minor revisions to language; update to office responsible for Posting AP scores in the College Catalog.

Date: 01/2014 Revised language relating to military transcripts; minor edits.

Date: 06/2012 Minor editing

Date: 02/2012 Relocated content to the associated policy statement; transfer evaluation process reassigned to Registrar’s Office; made minor language changes throughout.

Date: 06/2004

Cross References:

Undergraduate Admissions Policy, [P 4.06](#)
Undergraduate Admissions Procedure, [PR 4.06](#)
Transfer Credit Policy, [P 4.34](#)
Advanced/Alternative Credit Policy, [P 4.41](#)
Advanced/Alternative Credit Procedure, [PR 4.41](#)