

Lock Haven University

Policy Proposal

Title:	Transfer Credit Policy
Proposed by:	Jill Mitchley, Registrar
Effective Date:	Upon approval
Responsibility:	Registrar's Office
Applicability:	Students enrolled in Lock Haven University
Purpose:	This policy governs transfer of academic credit and credit for experiential learning to Lock Haven University
Definitions:	None
Policy:	Lock Haven University accepts credits from regionally accredited colleges and universities.

Regional accreditations include the following:

- [Middle States Association of Colleges and Schools](#)
- [Northwest Commission on Colleges and Universities](#)
- [North Central Association of Colleges and Schools](#)
- [New England Association of Schools and Colleges](#)
- [Southern Association of Colleges and Schools](#)
- [Western Association of Schools and Colleges](#)

Credits from either non-accredited institutions or institutions not accredited by the above will be reviewed for possible acceptance upon receipt of a course syllabus and through the Transfer Credit Appeal process (see Transfer Credit Appeal at the end of this document).

Courses from non-US institutions must be evaluated by [World Education Services](#) (WES; phone 212-966-6311) with a copy of the evaluation sent to LHU for a review of possible credit transfer.

LHU complies with the [PASSHE Academic Passport Policy](#) and the [Pennsylvania statewide transfer and articulation requirements](#).

Evaluation

All courses presented for transfer will be reviewed by the Registrar's Office and posted to a student's academic record if they meet the criteria of being acceptable.

Credit for a specific course matching the goals, objectives, outcomes, and credit hours of an LHU course will be awarded. If there is no specific course at LHU but there is sufficient academic content in a course, elective credit will be awarded in either the discipline of the transfer course or for general education.

Only courses in which a grade of "C" (2.0) or higher is earned will be

transferred. (See exception related to [PASSHE Academic Passport Policy](#) below.)

Exclusions

- Courses which generally do not transfer include, but are not limited to, vocational courses, technical, remedial/developmental courses, and theological courses.
- Courses graded on a pass/fail basis do not transfer.
- Credits earned by examination at other colleges will not transfer.
- Courses in which a student receives a grade of “D” or better at LHU may not be repeated elsewhere for a higher grade and transferred back to LHU. Only new coursework and failed (“E” grade) LHU courses may transfer.

Calculations

Transfer grades are not included in the computation of LHU grade point averages. (See exception related to [PASSHE Visiting Student Policy](#) below.)

Transfer credits are used for total hours toward graduation requirements.

Credits for courses from institutions that operate on a quarter-hour system will be converted to semester hours by multiplying the quarter hours by .667.

Limitations

There is no minimum or maximum number of credits which will transfer.

- For an undergraduate degree, at least 50% of a student’s major credits must be taken from LHU. *Some programs may have stricter requirements.*
- For a graduate degree, at least 2/3 of the credits meeting program requirements must be taken from LHU. *Some programs may have stricter requirements.*
- For an undergraduate degree, at least 30 semester hours of the student’s last 45 semester hours must be taken from LHU. *Some programs may have stricter requirements.*

There is no “age limit” on courses. However, if a department feels there has been significant content change, a student may be required to forfeit the transfer credit and complete the course.

Credit for Experiential Learning

LHU awards credit for CLEP and AP exams based on the exam and the percentile/grade earned.

LHU awards credit for military experience using the American Council on Education (ACE) Guide to the Evaluation of Educational Experience in the Armed Services as a guide.

Procedures: Transfer Credit Appeal

Lock Haven University provides students with the opportunity to appeal how courses have transferred (or were not evaluated for transfer entirely).

1. Complete the Transfer Credit Appeal Form
2. The Registrar's Office will perform the initial review of the appeal.
3. If unable to make a determination, the Registrar's Office will forward the information to the academic department.
4. The department chairperson, or his/her designee, will review the course information and provide a recommendation to the Registrar's Office.
5. If there is still a question about a course's transferability after the department makes a recommendation, the student may request a review by the dean of the college in which the discipline of the course is housed.

Exemptions: Exception to the requirement of a grade of "C" (2.0) under the [PASSHE Academic Passport Policy](#):

1. Students who transfer from one of the PA owned community colleges with an AA or an AS degree may receive credit for a course in which a "D" grade was earned.
2. Students who transfer from one of the PA State System of Higher Education universities with at least 12.0 sh and a 2.000 may receive credit for a course in which a "D" grade was earned.
3. Courses taken at these institutions after matriculation at LHU may not use this exception.

Exception to the exclusion of transfer grades from computation of LHU grade point averages under the [PASSHE Visiting Student Policy](#):

1. This policy allows an undergraduate student to enroll at a sister institution of the State System of Higher Education for a limited period to take advantage of courses, programs, or experiences not available at LHU.
2. This policy allows an undergraduate student to enroll at a sister institution of the State System of Higher Education to expand options and to improve supervision of student teaching, clinical experiences, internships, and international exchange programs.
3. Students participating under this arrangement will have both credits and grades accepted by LHU.
4. A *Visiting Student Approval Form* is available at the Registrar's Office and must be completed prior to participating under this arrangement.

Sanctions:**Related Policies:**

Publish In: University catalog, university website, and student handbook.

Revisions:

Review Date: December 2012

Approved (date): 1/05/10

**President's
Signature:** /s/ Keith T. Miller

* If the policy is a substantial document or manual, please summarize if possible and attach this template as a cover sheet to the complete policy or manual.

Appendices

Attach any additional information that would assist in implementing the proposed policy (e.g., forms, checklists).