


Procedures and Standard for College Operations

Procedure/Standard: 201.1 Student Transfer

Approved by:  Date: 8-24-20
President

Revised 7/1/2020

History:

Additional History:

Related Policies, Procedures or Standards: Board Policy 201 – Student Transfer

Additional References:

I. Introduction

The purpose of this procedure is to establish and communicate the protocols, processes, and procedures regarding the acceptance of prior work as transfer credit as established in *Board Policy 201: Student Transfer*. Central Penn College ensures all students who transfer to the college be able to complete their education without unnecessary repetition of learning completed and documented at another institution. The objective of the College's efforts in implementing this procedure is to ensure that students who transfer into the College can complete their education without unnecessary repetition of learning completed and documented at another institution.

II. Definitions

Articulation Agreement: an official guarantee that classes completed at one institution will be accepted when a student transfers to another institution.

Residency Requirement: Identifies the number of credits a student must complete at Central Penn in order to graduate from the College.

Transfer Credit: the acceptance of prior learning, represented in credits, applied towards a student's degree and annotated on the student's transcripts.

III. Policy Statement

This policy intends to maximize the application of college-level credits awarded by accredited institutions. "Central Penn College ensures all students who transfer to the college be able to complete their education without unnecessary repetition of learning completed and documented at another institution."

A transfer evaluation shall be conducted to determine all transfer credits that will be accepted and applied to the student's chosen program of study. Courses are evaluated for transfer by reviewing course competencies and outcomes regardless of the instructional modality. Only grades of "C" or higher will be evaluated for transfer credit. Credits identified in the transfer

evaluation to be applied to the student's chosen program of study will only be awarded from official transcripts. Certificate programs at the College do not accept transfer credit; therefore, students enrolled in certificate programs must complete 100% of the program at the College. Central Penn must receive all official transcripts by the end of the student's second term.

a. Prior Learning

In addition to credits earned at another institution, the College also awards transfer credit(s) from the following sources, where applicable:

College-Level Examination Program (CLEP)

The College accepts CLEP examinations for transfer credit in identified areas. The College follows the published ACE Recommended Credit-Granting scores. The course equivalency listing identifies the credit the College will grant for each examination and is available from the Registrar or on the College website.

A student can obtain a total of nine credits toward an associate degree and 18 credits toward a bachelor degree through CLEP examinations. For information on available CLEP testing centers, please visit www.collegeboard.com/CLEP to find a conveniently located testing site.

CLEP for Military Personnel (DANTES)

The College awards transfer credit to eligible military personnel taking CLEP examinations through the Defense Activity for Non-Traditional Education Support (DANTES) program. A student can obtain a total of nine credits towards an associate degree and 18 credits toward a bachelor degree through CLEP examinations. For a complete listing of CLEP examinations along with accepted equivalencies, please visit the College website.

International Baccalaureate (IB)

The College grants up to six transfer credits per course for scores of four or better in relevant higher-level courses. Three transfer credits per course are granted for scores of five or better in relevant standard level courses. A maximum of 36 transfer credits (equivalent to one year of classes) may be granted.

A-Level

The College grants three transfer credits for relevant A-Level courses with a grade of C or higher. Up to six transfer credits per course are granted for scores of B or higher in specific relevant courses.

Advanced Placement (AP)

The Advanced Placement (AP) program offered through the College Board offers high school students the opportunity to challenge themselves to gain college credit. Students participating in AP courses can work on gaining the skills and attitudes needed to be successful in College. See the College's website for AP transfer information. AP credits may not be used in addition to articulated coursework with high schools or area vocational/technical programs. For a complete listing of AP examinations along with accepted equivalencies, please visit the College website.

b. Foreign Transcripts

The College does not evaluate transcripts from non-U.S. schools for equivalency purposes. Students who attended a college or university outside of the United States must arrange, at his or her expense, to have their academic record evaluated for equivalency on a detailed, course-by-course basis by a U.S. credential evaluation service. Once the student has had their non-U.S. transcripts evaluated for equivalency, the student may request a transcript evaluation to be completed.

c. Student Responsibilities

Students are responsible for the following items for college credits earned at another accredited institution or for the assignment of prior learning credits.

- The student is responsible for requesting official college transcripts to be sent directly to Central Penn from any previously attended institutions.
- To receive transfer credit, Central Penn must receive official transcripts by the end of the student's second term. If official transcripts are not received by the end of the student's second term, students forfeit their ability to use transfer credits for work completed before enrolling at Central Penn.
- Students must be actively enrolled in an academic program to receive transfer credit.

d. College Responsibilities

Central Penn College is responsible for the following items when evaluating and applying transfer credits.

- An unofficial transcript evaluation may be conducted with unofficial transcripts, once the student's application is received, for advisement purposes only.
- Courses that are parallel to courses to those offered at Central Penn will be awarded as transfer credits if a grade of "C" or better was earned in equivalent college-level courses.
- Students will receive a listing of the transfer credits awarded and the courses remaining for degree completion.
- Transfer credit will be applied to the student's permanent record once the student has become actively enrolled in an academic program, and the corresponding official transcript is received.

e. Transfer of Credits for Existing/Enrolled Students

Students enrolled at Central Penn who wish to complete a college-level course at another accredited institution, with the intent of transferring the course into their program of study at Central Penn, must gain prior approval from the chair or dean of the program of which they are enrolled.

f. Transfer Credit Evaluation Appeal

Students may appeal a final credit transfer decision by forwarding a written request to the dean of their school within 45 days of receipt of the decision. Written requests should be

explicit in identifying the credit hour or course transfer decision that is being appealed. The decision of the dean is final.

IV. Articulation Agreements

The College has established articulation/transfer agreements with various high schools, colleges, and universities. A student can transfer those courses or credits stated in the articulation agreement. Some agreements establish a block of predetermined credits from an earned associate's degree that transfer into a bachelor's degree, on a program-to-program basis. Other agreements stipulate that students complete a set amount of credits at another institution after enrolling in a degree program at Central Penn. Regardless of the articulation type, students must meet the residency requirements outlined in section V of this procedure.

A list of all approved Articulation Agreements can be found on the College's website.

V. Graduation Residency Requirement

- Students in associates degrees must complete 50% of the program at Central Penn
- Students in AASOTA or AASPTA can only transfer 30 credits into the program
- Students enrolled in Bachelor degree programs must complete 45 credits at Central Penn
- Students must complete their final term at Central Penn*

* Certain Articulation agreements may exempt students from the requirement of completing their final term at Central Penn.

VI. Implementation

Upon approval.