Undergraduate Transfer Credit Policy

Transfer credit policy for undergraduate programs at the University of Scranton is defined in the undergraduate catalog at [www.scranton.edu/catalog](http://www.scranton.edu/catalog) and on the Consumer Information webpage at [http://www.scranton.edu/pir/institutional-research/HEOA/index.shtml](http://www.scranton.edu/pir/institutional-research/HEOA/index.shtml). For prospective undergraduate transfer students applying to the University, the overarching guidelines are found in the catalog under the Undergraduate Admission and Expenses tab. For students currently matriculating at the University of Scranton, the applicable transfer credit policy is found under the Academics/Academic Policies and Regulations tabs.

Transfer Credit for Entering Undergraduate Transfer Students

The Registrar's Office, in collaboration with academic department chairs, faculty and deans, evaluates transfer credit for prospective undergraduate students who have been accepted to the University by the Admissions Committee. Those accepted transfer applicants are provided a copy of their official transfer credit evaluation with their acceptance letters to help inform their decisions about matriculating at the University of Scranton. The Registrar's Office transcribes awarded transfer credit for undergraduate students in accordance with transfer credit procedures on file in the Registrar's Office. The following conditions apply to the award of undergraduate transfer credit:

- Transfer credit may be granted only for courses completed at regionally accredited colleges or universities. Foreign institutions, which are not eligible for regional accreditation, are evaluated on a case-by-case basis.

- Courses are transferable only if equivalent or comparable to University of Scranton courses and applicable to the student’s intended program of study at the University of Scranton.

- Courses are transferable only if a grade of C (2.0 in a 4.0 grading system) or better had been earned and reflected on an official transcript from the transfer institution. No grades from other institutions are computed into the student’s grade point average. Transfer credit will be awarded only upon receipt of an official transcript from the transfer institution.

- A transfer student must earn at the University of Scranton a minimum of 63 credit hours for a first baccalaureate degree, including the last 30 credit hours counting toward her or his degree, or a minimum of 30 credits for an associate degree. Associate degree students may transfer no more than 30 credits toward the associate degree and no associate degree may be awarded for less than 60 credit hours. Certificate program students may transfer in no more than 6 credits toward a certificate program.

- Half or more of the requirements for a major should be earned at the University of Scranton. For programs under the purview of the Kania School of Management, at least 50 percent of the major and business-core credits must be earned at the University of Scranton.

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1 The one exception is for credits earned by University of Scranton students for courses completed at Marywood University under the University of Scranton/Marywood University cross-registration agreement. In these cases, the students are dually enrolled at both campuses. The Marywood grades are entered into the University of Scranton transcript and computed with the grade values of the University of Scranton grading system.

2 A second baccalaureate degree student must complete a minimum of 30 credits at the University of Scranton beyond the completion of studies for the first degree, of which at least 15 credits must be in the second degree’s major, and must complete all requirements for the second degree not covered by the first degree program for the major and cognate, as well as all prerequisites for major and cognate courses.
Students may get credit for a course only once toward degree requirements, with the exception of some special topics courses if approved.

Students in KSOM programs may validate courses taken at a non-AACSB institution by successfully completing one or more advanced courses in the subject for which the course in transfer is a foundation course. Approval is granted by the Dean of the Kania School of Management. This applies only to lower-division transfer courses which the University offers at the upper-division level (*2012-2013 Undergraduate Catalog, p.18*).

**Transfer Credit for Current University of Scranton Students**

The following applies to matriculated undergraduate students seeking permission to take applicable courses at other regionally accredited institutions and apply those to their Scranton program of study:

- Students must be in good academic and disciplinary standing to be granted permission to take courses at another institution.

- University of Scranton students who have completed their sophomore year (60 credits) may take courses only at other four-year, regionally accredited institutions. Those who have not completed their sophomore year may be approved for courses at two-year or four-year regionally accredited institutions.

- Students can transfer in a maximum of 10% of the total credits in their program. (Students who had transferred to the University of Scranton from other institutions 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, to earn a first baccalaureate degree, and 30 credits at the University of Scranton to earn an associate degree.

- Students must secure permission of their dean to take courses at another institution prior to taking those courses*. The pre-permission is valid only if the student continues in the same program of study subsequent to completing the course at the other institution. If the student changes her/his program of study, the transfer courses would have to be reevaluated for applicability to that new program of study.

- Courses are transferable only if a grade of C (2.0 in a 4.0 grading system) or better had been earned and reflected on an official transcript from the transfer institution. No grades from other institutions are computed into the student’s grade point average, with the exception of courses from Marywood University completed under the University of Scranton/Marywood University cross-registration agreement. Transfer credit will be awarded only upon receipt of an official transcript from the transfer institution.

- Students may not ordinarily take a course at another institution if they have failed the same course at the University of Scranton. However, exceptions to this policy can be made by the student’s dean. Students may get credit for a course only once, regardless of where completed, toward degree requirements, with the exception of some special topics courses if approved.

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*Deans grant permission to matriculating students to take courses elsewhere only when students are within the 10% transfer allowance and provide justifiable reasons for their requests.*