

Transferring Credits from Other Institutions Once Matriculating at The University of Scranton (revised May 2025)

Matriculating undergraduate students in good academic and disciplinary standing at The University of Scranton may transfer in a maximum of 10% of the total credits in their program. Undergraduate transfer students from another institution 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 60 credits at The University of Scranton, including the last 30 credits of their program of study.

University of Scranton undergraduate students who will have completed 60 credits prior to when the requested course(s) would be taken are permitted to take courses only at other four-year institutions accredited by an institutional accrediting body recognized by the Secretary of the United States Department of Education. Those who will not have completed 60 credits may be approved for courses at two-year or four-year institutions accredited by an institutional accrediting body recognized by the Secretary of the United States Department of Education. The course(s) to be transferred to The University must be comparable in nature, content, level and rigor to the equivalent course offered by The University. In evaluating courses for transfer equivalency, course content should be substantially similar such that the student is believed to be positioned to succeed in subsequent coursework. Equivalency need not be a complete match. For courses in a sequence, students need to demonstrate sufficient preparation to succeed in the next course in the sequence.

Undergraduate students must secure advance permission from their dean (or the dean's designee) to take courses at another institution. Permission may not be retroactively approved. Students may not take a course at another institution if they have failed the same course at The University of Scranton (exceptions to this policy may be made by the student's dean; however, if the course is not repeated at The University, the original failing grade will remain in the student's grade point average). Students may earn credit for a course only once, regardless of where the course was completed, with the exception of some special topics' courses, if approved.

Grades below C (2.00 in a 4.00 grading system) received elsewhere are not transferable to The University of Scranton; no grades from other institutions are computed into the

student's grade point average, with the exception of those taken through 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. Transfer credit is recorded as a grade of "TC" on the student's transcript. Official transcripts must be sent to the Office of Registrar for review and processing.