



LHU Policy No. – LHU-19
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Transfer Credit Policy

Lock Haven University accepts credits from regionally accredited colleges and universities.

Regional accreditations include the following:

- [Higher Learning Commission](#) (formerly North Central Association of Colleges and Schools)
- [Middle States Commission on Higher Education](#)
- [Northwest Commission on Colleges and Universities](#)
- [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 at least a course syllabus and through the [Transfer Credit Appeal process](#) (see Transfer Credit Appeal at the end of this document). If credits have been evaluated by the American Council on Education ([ACE](#)), National College Credit Recommendation Service ([NCCRS](#)), or other similar credit evaluation agency, the recommendation(s) will be considered in awarding credit at LHU. Each recommendation and academic record will be reviewed on a case-by-case basis.

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. Other reputable foreign credential evaluations may be accepted.

LHU complies with the [PASSHE Student Transfer Policy](#) and the [Pennsylvania statewide transfer and articulation requirements](#). Program-to-Program Articulation agreements can be found at [patrac.org](#).

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 parallel course at LHU but there is sufficient academic content in a course presented for evaluation, elective credit may be awarded in either the discipline of the transfer course or for general education.

Only courses in which a grade of "D" (1.0) or higher is earned will be transferred.

Courses graded as pass, satisfactory, or credit (or some other equivalent) will be considered if the letter grade equivalency is verified as being "D" (1.0) or higher.

Exclusions

- Courses which generally do not transfer include, but are not limited to, vocational, technical, and remedial/developmental courses.

- Courses previously taken at LHU may not be repeated elsewhere and transferred back to LHU, unless student previously received a failing grade (“E”).

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. However,

- For an undergraduate degree, at least 50% of a student’s major credits must be taken from a PASSHE university.
- For a graduate degree, at least 2/3 of the credits meeting program requirements must be taken from LHU.
- For an undergraduate degree, at least 30 semester hours of the student’s last 60 semester hours must be taken from LHU.

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

Credit for Prior Learning

LHU awards credit for CLEP, AP, IB, and DANTES 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.

Other non-transcripted prior learning credit may be awarded at the discretion of the academic department which would normally offer the content of the learning. This is typically done through the Credit by Exam process.

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. Submit the Appeal Form and supporting documentation to the academic department that normally offers the course.
3. The academic department will review and forward the recommendation to the Registrar’s Office.
4. 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.

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 take advantage of courses available across the System, without loss of institutional residency, eligibility for honors or athletics, or credits toward graduation at the home institution.
2. Students participating under this arrangement will have both credits and grades accepted by LHU.
3. A *Visiting Student Approval Form* must be completed prior to participating under this arrangement.

Date Approved: _____

President's Signature: _____