

	POLICY	Motion No.	AASS 1009-2024
	Transfer of College Credits into Pennsylvania Highlands Community College	Effective Date	04/16/2024
		Responsible Department	Academic Affairs/Student Services
		Attorney Review / Date	[Attorney Name] [Date]

Students who have earned credits at other regionally accredited colleges or universities may request to have those credits applied to their program of study at Pennsylvania Highlands Community College. Those wishing to do so must submit official transcripts from the other institution(s) in which they were enrolled along with the Pennsylvania Highlands Community College Application for Admission and other materials necessary for admission.

Upon receipt of the necessary materials, the College Registrar will review the student's official transcript(s) and determine which credits, if any, are to be applied to the student's intended program of study. A written transfer evaluation will be sent to the student after the evaluation has been completed and credits applied to the Pennsylvania Highlands Community College transcript.

Pursuant to the American Association of Collegiate Registrar and Admissions Officers guidelines and internal procedures, the College will award transfer credit for courses in which a 2.0 ("C") or higher grade is earned and which are deemed equivalent to required or elective courses in the student's program of study. Credit will not be awarded for courses in which the student earned a grade of "D", "F", "W", "I", "Au", "P/F", or "In Progress" or if they are not considered equivalent to current Penn Highlands' courses. Some coursework may not be accepted if the transfer course material is considered obsolete, especially in disciplines that are rapidly evolving as determined by Academic Affairs recommendations. To earn a certificate, diploma, or an associate's degree from Penn Highlands, students must complete 50% or more of the required credit hours for those credentials while at the College.

The College does not accept developmental/remedial courses for transfer. Those courses, commonly numbered 000 – 099, include pre-college English, math, reading, and study skills courses.

Grades from accepted transfer credits of other institutions are not referenced on the Penn Highlands' transcript nor are they factored into the student's cumulative grade point average at Pennsylvania Highlands Community College.

If Advanced Placement and/or CLEP credits are listed on another institution's transcript for credit, Pennsylvania Highlands Community College will require an official copy of the score report to evaluate for transfer credit.

For additional information on credit transfer and non-traditional options for earning College credit at Pennsylvania Highlands Community College, please contact the Office of Admissions, an Academic Advisor, or the Student Success Center.

Credit Transfer Appeals

Students unsatisfied with the outcome of their transfer credit petition have the right to appeal that decision to the Chief Academic Officer (CAO).

The steps for appeals are as follows:

- Student must write a letter of appeal accompanied by a syllabus of the course(s) in question along with any other documents that may support the appeal.
- The CAO will review the request and may solicit the expertise of a faculty member in the discipline before making a final decision.
- The student will receive a response to the appeal within 10 business days of receipt of the appeal.

Effective Date	Motion Number	Document Author	Description of Change
04/16/24	AASS 1009 - 2024	Academic Affairs/ Student Services	This will clarify which credits transfer into Penn Highlands Community College.
05/12/16			Title Change
08/24/2010	AASS 1011 - 2010	Academic Affairs/ Student Services	Initial Release