

---

**Policy 201: Student Transfer Procedure**

Related Policies and Procedures

Adopted: 07/ 01/ 2020

Amended: 05/ 15/ 2024

---

**I. Introduction**

The college shall develop protocols, processes, and procedures to ensure that all students who transfer into the college be able to complete their education without unnecessary repetition of learning successfully completed and documented at another institution.

**II. Responsible Party**

Office of Academic Affairs  
Registrar's Office

**III. Purpose**

Central Penn College provides opportunities for students to transfer credits into their identified program of study. The College accepts only those credits which can be applied to the degree program. To validate the transfer of credits, a transfer evaluation is conducted and clearly outlines credits that have been awarded and applied to the program of study and what credits remain for degree completion.

**IV. Definitions**

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

**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 inn credits, applied towards a student's degree and annotated on the student's transcripts.

**V. Policy**

Central Penn College provides opportunities for students to transfer credits into their identified program of study. The College accepts only those credits which can be applied to the degree program. To validate the transfer of credits, a transfer evaluation is conducted and clearly outlines credits that have been awarded and applied to the program of study and what credits remain for degree completion.

Students interested in transferring credits from another institution should speak with their admission counselor for clarification and guidance.

- Courses are evaluated for credit by reviewing course content regardless of mode of instruction and only grades of “C” or higher will be considered for transfer credits.
- Course(s) with grades of Pass/Fail will be considered for transfer for undergraduate students if the transcript documents clearly indicate it is equivalent to a “C” or higher.
- Course(s) with grades of Pass/Fail will be considered for transfer for graduate students if on the transcript documents it is equivalent to a B or higher.

Each transfer evaluation is dealt with on a case-by-case basis.

IDS101/CPC Foundations may be waived for students who completed 12 college credits at the 100 level or higher with a “C” or better. Students must substitute a course not already fulfilling another requirement.

### **Transfer Policy for General Education Requirement**

Central Penn College will honor transfer students' general education requirements that have been satisfied at prior institutions. Students with earned Associate Degrees will be considered to have satisfied all of the requirements of Central Penn College's “Foundations” program. Students who transfer to Central Penn College with 60+ credits, consisting of at least 40 corresponding general education credits from a regionally accredited college or university, will be considered to have satisfied all of the requirements of Central Penn College's “Foundations” and “Intersections” program.

- The transfer evaluation for eligible students will reflect the transfer of 21 General Education credits for Associate Degree-seeking students.
- The student's transfer evaluation will reflect the transfer of 39 General Education credits for Bachelor's Degree-seeking students. Bachelor's Degree-seeking students will be required to complete 3 credits from the “Experiential Learning” component of the General Education curriculum. This provision does not supersede curricular prerequisites or departmental program requirements established in the College catalog.

Students who transfer to Central Penn College without an Associate Degree, with fewer than 60 credits, or with 60+ credits but fewer than 40 corresponding General Education credits from a regionally accredited college or university, will be subject to a course-by-course transfer evaluation. General Education transfer credits would be granted if judged by the Registrar and the Director of General Education to be equivalent to General Education curriculum and consistent with its mission and program goals. These students will need to complete the remaining courses in the General Education curriculum prior to graduation.

### **Transfer of credits**

- Three transfer credits from outside institutions may be applied to certificate programs.
- Actively enrolled Central Penn College (CPC) students may apply earned credits towards certificates.
- Associate Degree-seeking students can earn a maximum of 9 approved lifelong learning credits.
- Bachelor's Degree-seeking students can earn a maximum of 18 approved lifelong learning credits.
- Graduate degree-seeking students can earn a maximum of 9 approved transfer credits and/or lifelong learning credits.

- For more information, please visit the website at: [www.centralpenn.edu/prospective-students/continuing-ed-students/lifelonglearningcredits/](http://www.centralpenn.edu/prospective-students/continuing-ed-students/lifelonglearningcredits/).

### **Graduation Residency Requirement**

Credits earned within five years of application to the College will be considered for transfer eligibility. Credits beyond five years will be considered on a case-by-case basis regarding relevance, recency, and accreditation.

- Graduates and former students from Central Penn College are eligible to transfer three earned CPC credits if they are applied within two years of graduation toward an 18-credit certificate.
- Students in Diploma Programs must complete their last 21 credits at Central Penn.
- Students in Associate in Science degree programs must complete their last 30 credits at Central Penn College.
- Students in the AASOTA or AASPTA must complete their last 49 credits at Central Penn College.
- Students enrolled in the bachelor's degree programs must complete their last 45 credits at Central Penn College.
- Other transfer inquiries will be determined on a case-by-case basis by the Office of Academic Affairs and the Registrar.
- All students must complete their final term at Central Penn College.
  - \*Certain articulation agreements may exempt students from the requirement.

### **American Bar Association**

The American Bar Association (ABA) requires that paralegal students take a minimum of nine (9) legal specialty credits in a traditional (on-ground) or remote synchronous format. This requirement can be satisfied by legal specialty credits transferred from other institutions only if those credits are taken in a traditional format at those institutions. The Paralegal Program Director works with the Registrar and Transfer Evaluator to determine whether transferred credits meet this requirement.

To facilitate this requirement, the following legal specialty classes run only in the traditional format at Central Penn and cannot be taken online:

- \* LGL210 Legal Research and Writing I
- \* LGL211 Legal Research and Writing II
- \* LGL220 Civil Litigation I
- \* LGL221 Civil Litigation II

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 9 credits towards an associate degree and 18 credits towards a bachelor's degree through CLEP examinations. For information on available CLEP testing centers please visit [www.collegeboard.com/CLEP](http://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 9 credits towards an associate degree and 18 credits towards a bachelor's 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. Students from high schools with articulation agreements can transfer up to 12 AP credits. 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.

Students may appeal a final credit transfer decision by forwarding a written request to the Registrar 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 Registrar is final.

### **Transfer Student Application Procedures**

Students will need to follow the procedure below if they are interested in transferring credits to Central Penn College from their high school or an accredited post-secondary institution:

- Students must send a completed application for admission, noting the extent of their academic training beyond high school.
- Students must request official high school transcripts to be sent directly to the Admissions Office.

- Students must request official college transcripts from previously attended institutions be sent directly to the Admissions Office.
- A transcript evaluation may be conducted with unofficial transcripts, once the student's application is received, but will not be applied to the student's permanent record until the corresponding official transcript is received.
- \*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 prior to enrolling at Central Penn.
- \*Students must be actively enrolled in an academic program to receive transfer credit.
- Transfer courses that are similar to Central Penn's courses that earned a grade of "C" or better will be transferred as equivalents.\* CLEP, DANTES, International Baccalaureate, A-Level, and Advanced Placement may also transfer.
- Students will receive a listing of the transfer credits awarded and the courses remaining for degree completion.
- The College reserves the right to administer an appropriate examination for transfer credits.
- Students having any questions about this process should contact the Office of Records and Registration.
- Students enrolled at Central Penn who wish to complete a college level course(s) at another institution, with the intent of transferring the course(s) into their program of study at Central Penn, are encouraged to make an appointment with the Transcript Evaluator in the Office of Records and Registration to determine if the course(s) can be transferred to their program of study at Central Penn.

### **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 their expense, to have their academic record evaluated for equivalency on a detailed, course-by-course basis by a U.S. credential evaluation service. It is recommended that students plan ahead as this process usually takes from four to five weeks and generally costs \$125 or more. Once the student has had their non-U.S. transcripts evaluated for equivalency, the student may request a transcript evaluation to be completed.

### **Examples of Acceptable Credential Evaluation Services:**

- Educational Credential Evaluators, P.O. Box 514070, Milwaukee, Wisconsin 53203-3470. Tel: 414.289.3400. Fax: 414.289.3411. e-mail: eval@ece.org.
- World Educational Services, P.O. Box 5087, Bowling Green Station, New York, New York 10274- 5087. Tel: 800.937.3895. Fax: 212.739.6100. e-mail: info@wes.org.

### **Articulation and Block Transfer Agreements**

The College has established articulation/transfer agreements with various high schools, colleges and universities. A student can articulate those courses or credits stated on the articulation agreement.

Central Penn has established block transfer agreements with institutions where a pre-determined number of credits from an earned associate degree can be transferred to a bachelor's degree in a program-to-program transfer.

Information on articulation or block transfer agreements should be directed to the Admissions Office. ([admissions@centralpenn.edu](mailto:admissions@centralpenn.edu))

A list of all approved Articulation Agreements can be found on the College's website at: [www.centralpenn.edu/articulation-agreements](http://www.centralpenn.edu/articulation-agreements).