
Policy Number:	1.3.006
Title:	Transfer Credit Policy

Purpose

To provide guidelines for the evaluation and acceptance of transfer credits from other accredited institutions.

Scope

This policy applies to all Thaddeus Stevens College students.

Definitions

None

Policy Detail

Eligibility:

- I. **Accreditation:** Credits must be from institutions accredited by a recognized accrediting agency.
- II. **Grade Requirements:** Only courses with a grade of "C" or higher will be considered for transfer.
- III. **Course Equivalency:** Courses must be equivalent in content and credit hours to those offered at Thaddeus Stevens College of Technology.
- IV. Coursework older than 10 years will be evaluated on a case-by-case basis.

Process:

- I. **Application:** Students must submit an official transcript from the previous institution.
- II. **Evaluation:** The Registrar's Office will evaluate the transcript to determine the eligibility of transfer credits. Evaluation may include a review with faculty as subject matter experts.
- III. **Approval:** Transcript credit approval is at the discretion of the Registrar. Approved transfer credits will be added to the student's academic record. The grade will be recorded as "T" (transfer credit) and will not factor into the student's GPA. The student can review which courses are accepted for credit in the Self-Service Portal.

Limitations:

- I. **Maximum Credits:**
 - A. Associate degree: A maximum of 30 credits can be transferred.
 - B. Certificate: A maximum of 15 credits can be transferred.

II. Residency Requirement:

- A. Associate degree: Students must complete at least 30 credits at the College to be eligible for graduation.
- B. Certificate: Students must complete at least 15 credits at the College to be eligible for graduation.

Appeals: Students may appeal transfer credit decisions by submitting a written request to the Dean of Enrollment Services.

References/Related Policies

[Credit for Prior Learning Policy](#)

<i>Audience</i>	<i>Students</i>
<i>Effective Date</i>	<i>05/22/2012</i>
<i>Date Revised</i>	<i>04/09/2025</i>
<i>Date Reviewed</i>	<i>04/09/2025</i>
<i>Owner</i>	<i>Vice President for Academic Affairs & Registrar</i>