

## INFORMATION FOR TAKING COURSES AT OTHER COLLEGES

**STEP ONE:** Admissions has a web site where you can check to see if a course will transfer to Penn State. There is even a search mechanism where you can find out which universities offer the equivalent of a Penn State course! To use this Transfer Course Evaluation Guide, go to the Office of Admission website at <http://www.psu.edu/dept/admissions/>. On the right side of the screen, click "Evaluate Transfer Courses". Then click "For Penn State Students".

\*\*If you do not find a course at the desired institution to satisfy the Penn State course, it could be the case that the specific course has just not been evaluated yet. While working within the Transfer Course Evaluation Guide, follow the link "**Can't Find a Course?**" and complete a Transfer Course Evaluation Form. This form will need to be taken to the Admissions Office in 201 Shields for review.

**STEP TWO:** If you have not already done so, contact your Penn State academic adviser to determine how the course will be used in your major at Penn State (see Section 5, #5 below). Provide a course description with the number of credits indicated. Make certain the course does not violate any accreditation requirements in effect for your major or the University limitations on source and time for credit acquisition. (See [Academic Policies and Procedures, policy 83-80](#), for more information.)

**STEP THREE:** Once you have completed the course, ask the registrar at the other college to send an official transcript of the completed course work directly to the Undergraduate Admissions Office, 201 Shields Building, Box 3000, University Park, PA 16804-3000.

**STEP FOUR:** Pay the evaluation/recording fee after you receive a letter or e-mail from the Undergraduate Admissions Office indicating that your transcript has been received.

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### In order for courses from other colleges to be considered for transfer, they must meet the following criteria:

1. The college is accredited by one of these six regional accrediting agencies:

Middle States Association of Colleges and Schools	North Central Association of Colleges and Schools
New England Association of Schools and Colleges	Northwest Association of Schools and Colleges
Southern Association of Colleges and Schools	Western Association of Schools and Colleges
2. The course credits are equivalent to semester credits. (Credits from colleges on quarter hour systems must be multiplied by two-thirds to convert them to semester hours.)
3. The course type is equivalent to that offered by Penn State. (Courses such as Business Education and Theology/Church Doctrine cannot be considered for transfer because Penn State does not offer equivalent courses.)
4. The course level is equivalent to a Penn State baccalaureate level course for students in four-year programs.
5. The course content is similar to that of a Penn State course. Courses essentially equivalent to Penn State courses may be considered for transfer as specific Penn State courses, provided they are below 400 level. Courses which are similar to Penn State courses, but which differ in the number of credits or in course content, or those equivalent to 400 level courses, may be considered for transfer as general credits. General credits may be used to fulfill degree requirements at the discretion of the student's academic advisor.
6. The course is useful in your major (see Section A, #2 above).
7. A grade of "C" (2.0) or higher is received in the course. Although a grade of "C" or higher is required for the credit to transfer, only the credit will be transferred: The course grade will not transfer, nor will your Penn State grade-point average be affected.
8. You currently are in degree status at Penn State.