

## **Transferring Credits from Other Institutions Once Matriculating at The University of Scranton**

Matriculating undergraduate students in good academic and disciplinary standing at The University of Scranton may transfer in a maximum of 10% of the total credits in their program. Undergraduate transfer students from another institution will be limited to a maximum of 10% of the total credits remaining in their program from the initial point of University of Scranton matriculation. All students must complete at least 63 credits at The University of Scranton, including the last 30 credits of their program of study.

University of Scranton undergraduate students who have completed their sophomore year (60 credits) are permitted to take courses at other four-year, regionally accredited institutions. Those who have not completed their sophomore year may be approved for courses at two-year or four-year regionally accredited institutions. The course(s) to be transferred to UofS must be comparable in nature, content, method of instruction, level and rigor to the equivalent course offered by UofS. In evaluating courses for transfer equivalency, course content should be substantially similar such that the student is believed to be positioned to succeed in subsequent coursework. Equivalency need not be a complete match. For courses in a sequence, students need to demonstrate sufficient preparation to succeed in the next course in the sequence.

Undergraduate students must secure advance permission of their dean to take courses at another institution. Permission may not be retroactively approved. Students may not take a course at another institution if they have failed the same course at The University of Scranton. Exceptions to this policy may be made by the student's dean. Students may earn credit for a course only once, regardless of where the course was completed, with the exception of some special topics courses, if approved.

Undergraduate students may validate courses taken at a non-AACSB institution by successfully completing one or more advanced courses in the subject for which the course in transfer is a foundation course. Approval is granted by the Dean of the Kania School of Management. This applies only to lower-division transfer courses which the University offers at the upper-division level.

Grades below C (2.00 in a 4.00 grading system) received elsewhere are not transferable to The University of Scranton; no grades from other institutions are computed into the student's grade point average, with the exception of those taken through the University of Scranton/Marywood University cross-registration agreement. Transfer credit will be awarded only upon receipt of an official transcript from the transfer institution. Transfer credit is recorded as a grade of "TC" on the student's transcript. Official transcripts must be sent to the Office of Registrar and Academic Services (ORAS) for review and processing.