

Effective: October 1997

Academic Policy: Undergraduate Studies TRANSFER OF CREDIT

Approved: October 1997

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Deans' Council, November 13, 2024

To maintain compliance with the procedures and standards established by the Pennsylvania Department of Education and the Pennsylvania State System of Higher Education, the guidance below is intended to clarify the transfer of credits into Millersville University to ensure the timely completion of the bachelor's degree. Students would be held to the same requirements as a student who started their education at Millersville University. Courses accepted for transfer will be assigned an equivalent Millersville University course. Students who wish to use a course to fulfill a different requirement should meet with their advisor or academic department.

1. Evaluation of credit for transfer is done by the Registrar. In general, all college-level credit from a US Department of Education-recognized institution will be accepted for transfer (See *System Procedure and Standard on Student Transfer 2022-54 Student Transfer.pdf* (passhe.edu)).
2. Transfer students who are holders of an associate degree awarded by a publicly supported two-year community college in Pennsylvania can expect to receive full credit for all work successfully completed except for remedial or developmental courses.
3. A student who has completed as many as three (3) years of study at another four-year institution can expect to receive credit for all courses. Under this circumstance, the final 30 semester hours must be completed in residence at Millersville University. Student teaching is in addition to the 30-hour residence requirement.
4. Credits earned for a course for which Millersville University has an earned grade requirement will transfer; however, students will need to retake the course for a satisfactory grade if required (See [Millersville University Course Repeat Policy – Undergraduate - Governance Manual](#) (millersville.edu)).
5. Transfer credits will not be used in computing the Millersville cumulative grade point average.
6. Students enrolled at Millersville may take course work at another US Department of Education-recognized university to be applied toward their Millersville degree. Permission must be obtained in advance on an Authorization for Transfer of Credit form which is available online from the Registrar's Office.

7. Students who have received transfer credit for an equivalent course at Millersville but who take that course at Millersville will forfeit the transfer credit.
8. Millersville University supports the [PA State Act 69 of 2024](#) in establishing clear pathways for students with an earned associate's degree to a bachelor's degree and accepts with full junior standing the associate degree and apply all college-level credits earned, including major and general education requirements, toward the parallel baccalaureate degree requirements. Students holding an associate degree from a community college or PASSHE university transferring into a parallel program will be granted full junior standing towards the baccalaureate degree program and complete no more than 60 credit hours to earn a 120-credit hour baccalaureate degree unless required to meet specific accreditation, licensure or certification requirements.