



# GUIDE FOR TAKING TRANSFER COURSES

## 1. HOW TO LOOK UP PREVIOUSLY EVALUATED TRANSFER COURSES:

You can access the Transfer Course Evaluation Guide database to look up previously-evaluated courses. [https://www.admissions.psu.edu/my\\_admissions/tas/](https://www.admissions.psu.edu/my_admissions/tas/)

### HOW TO INTERPRET THE COURSE EVALUATIONS IN THE DATABASE:

You can access an overview of what transfer credit designations mean here:

<http://admissions.psu.edu/info/future/transfer/transfer-credit-equivalencies/>

#### General Education Requirement

- If the transfer course is given an equivalent COURSE NUMBER to a Penn State general education course that you want to take, no further review is needed (e.g., ENGL 202A, ENGL 202B, ENGL 202C, ENGL 202D, CAS 100, CAS 100A, CAS 100B, CAS 100C, ART H 100, HIST 20). The course is accepted as an equivalent.
  - Do not register for any English composition or public speaking transfer courses that have not already been given an equivalent COURSE NUMBER to a Penn State course.
- If the transfer course has been given a general education designation *suffix* of GA or GH, no further review is needed (e.g., ART XFRGA, ART XFRGA0, ART XFRGA1, HIST XFRGH, HIST XFRGH0, HIST XFRGH1). The course is accepted to count toward the GA or GH requirement.
- If the transfer course has been given a designation of “General” credits (e.g., ART General Credits, ENGL General Credits, HIST General Credits) the course has not been deemed appropriate for general education. Only courses with a general education designation *suffix* (e.g., GA, GH) can count toward general education. (If you completed a transfer course prior to Spring 2017 that has been given a designation of “General” credits, please consult your adviser to determine usability.)

#### Major Requirement

- If the transfer course is given an equivalent COURSE NUMBER to a Penn State course required for your major, no further review is needed (e.g., PSYCH 100, BIOL 133, STAT 200). The course is accepted as an equivalent.
- If the transfer course does not have an equivalent COURSE NUMBER, send a course description or syllabus to your adviser to initiate a review (e.g., BIOL General Credits, BIOL XFRGN, STAT General Credits, STAT XFRGQ). Your adviser may refer you to the respective department for further evaluation.

Note: When you find a transfer course that has been given an equivalent course number or a general education designation, take a screen shot or print out the result for your records.

## 2. HOW TO GET A COURSE PRE-APPROVED IF IT IS NOT IN THE DATABASE:

First, send details about the course to your adviser (e.g., school, state, course abbreviation and number, course description). Your adviser will access the internal status of the course even though it does not yet appear in the database.

### If your adviser instructs you to have a Department Review:

1. Take the course description and syllabus to the equivalent department at PSU to get it evaluated. Go to [www.psu.edu](http://www.psu.edu) and use the search bar in the top right to look up department addresses.

2. Once the department returns your evaluation, provide a copy of the evaluation to your adviser.
3. If after the evaluation is complete your adviser deems the course to be usable toward your degree requirements, your adviser will send a copy of the evaluation to the Admissions office so that the course evaluation can be uploaded into LionPath. This step will allow the course evaluation to exist in the LionPATH database prior to the completion of the transfer course.

### 3. HOW TO GET A COURSE EVALUATED IF IT IS NOT IN THE DATABASE BUT YOU ALREADY COMPLETED IT

(i.e., high school dual enrollment, transfer students):

- 1) Send the transcript to Penn State Undergraduate Admissions (address below).
- 2) Upon request from Admissions, send a syllabus based on any instructions received.
- 3) Once the syllabus is received by Admissions, they will initiate department review.
- 4) Once the course has been reviewed and uploaded into LionPath, it will be posted and will show on your record. The result could be equivalency, general credits, not transferrable, etc. Discuss any ambiguous results with your adviser.

### 4. HOW TO REGISTER FOR COURSES AT ANOTHER COLLEGE/UNIVERSITY:

- Each college/university determines the requirements and procedures to take courses as a “visiting” student. It is your responsibility to research the requirements and procedures. You can start by visiting the college’s website or contacting their registration office.
- This process can get complicated. Please plan ahead.

If registration requires...	Then...
Official or unofficial transcript from Penn State	You can obtain an unofficial or official transcript through LionPath. Detailed instructions are available on the BBH Advising FAQs website: <a href="http://sites.psu.edu/bbhadvising/frequently-asked-questions/">sites.psu.edu/bbhadvising/frequently-asked-questions/</a>
Signature or letter of approval from Penn State adviser/college official	Contact your adviser and a form letter will be provided to you.
Evidence that you have met prerequisites	Provide the school with a Penn State transcript (see above) and course description of the course that lines up with their prerequisite.
Signature on their registration form from adviser/college official stating that you meet prerequisites	Drop off to your adviser or bring to drop-in hours: <ol style="list-style-type: none"> <li>a. Completed registration form requiring signature.</li> <li>b. Course descriptions of the prerequisites from the other school. For example, if their Math 101 is a prerequisite, provide a description of their Math 101.</li> <li>c. Updated copy of your BBH Degree Requirements Checklist.</li> </ol>

### 5. HOW TO TRANSFER THE CREDITS:

- 1) Please be aware that grades do not transfer, only credits.
- 2) In order for the credits to transfer, a grade of C or better must be earned.
- 3) Upon completion of a transfer course, please request to have an official transcript sent to the following address:

**Penn State Undergraduate Admissions  
201 Shields Building  
University Park, PA 16802\***

\*If you are taking or plan to take any graduation requirements as transfer courses in your final semester, there is no guarantee that your credits will be received and recorded by Penn State in time to officially graduate in your final semester. You may need to be removed from the graduation list if transfer credit is not received and recorded by the semester deadline set by the Registrar’s Office. If the school can fax or email your transcript to Penn State Admissions, this will ensure faster delivery. **Fax: 814-863-7590. Email: [admissions@psu.edu](mailto:admissions@psu.edu).** Or, if the school has a system by which you can request that the transcript be sent electronically, please send your transcript electronically to Penn State.

- 4) There are nominal fees to get an official transcript sent and to have Penn State record the credits. Penn State Admissions will charge \$25 per transcript received to have transfer credit added to you record.
- 5) If the transfer course was not a direct equivalent to a PSU course or did not come in under the appropriate gen ed category, email your adviser when you see the course on your Penn State transcript so that the credits can be moved to the proper place on your Academic Requirements report on LionPath.