



Kutztown University Policy ACA-052

Permission to Study at Another College or University

A. Purpose

The purpose of this policy is to define the standards for requesting permission to study at another college and to transfer the credits for these courses to Kutztown University.

B. Scope

This policy applies to undergraduate students.

C. Key words and phrases:

GPA – stands for grade point average; formerly QPA for quality point average.

D. Policy & Procedure(s)

Students wishing to study at another college and to transfer the credits earned to Kutztown University must obtain permission, in writing, prior to enrollment.

The following conditions must be met:

1. The college at which the student wishes to study must be a regionally accredited institution of higher education.
2. The student must be currently enrolled and eligible for registration at Kutztown University the next semester.
3. A student cannot repeat a course for credit at another institution for which the student earned a “D” or better at Kutztown University.
4. Thirty (30) semester hours of the last sixty (60) semester hours of credit required for graduation must be completed at this institution. A minimum of thirty (30) semester hours must be taken at Kutztown University.

Grades earned in courses taken at another institution will not be included in determining a student’s GPA since only grades earned at Kutztown University affect this average. However, a

Policy ACA-052

minimum grade of “C” must be earned at the other institution for the credit to be accepted at Kutztown University.

E. Effective Date

1994

F. Approved By

University Senate - 1994
University President - 1994

G. Last Review

August, 2009
August, 2010
August, 2011
August, 2012
August, 2013
August, 2014
August, 2015
August, 2016
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