Transfer Credits

A.   Purpose

The purpose of this policy is to define the transferability of credit from other institutions. This policy also defines the maximum number of credits transferred from other institutions that can be used to fulfill the requirements for undergraduate majors and minors.

B.   Scope

This policy applies to all undergraduate students.

C.   Key words and phrases:

Cognate courses – Courses in related disciplines required for the major, but not including Directed General Education courses or University Electives. Cognate courses are sometimes referred to as "concomitants." At Kutztown University, cognate courses are those listed in the "Other Required Courses" section of a program's requirements.

Major credits – Credits earned from courses required by the major, including required cognate courses in related disciplines. Major credits do not include credits earned from Directed General Education courses or University Electives.

Upper Division courses – courses numbered 200 and above.

D.   Policy & Procedure(s)

1. Credit will be given only for equivalent courses successfully completed at regionally accredited degree-granting institutions of a collegiate level. No credit will be granted for developmental courses.
2. A, A-, B+, B, B-, C+ and C grades earned at a prior institution will be denoted as a "CR" grade at Kutztown. C-, D+, D and D- grades earned at a prior institution will transfer and be denoted by a "CD" grade at Kutztown. Certain courses may need to be repeated to meet major requirements for graduation.
3. Letter grades from previous institutions do not transfer and therefore will not be calculated in the CGPA (cumulative grade point average).
4. Credits from prior institutions will count equally at Kutztown meaning, e.g., a 4 credit course at an external institution will count as 4 credits at Kutztown, regardless of the evaluation.

5. Associate degree General Education waiver is available to students at any point during their KU career and is applied when the final official transcript indicating one of the following associate degrees has been completed. This makes it beneficial for students to engage in reverse transfer.
   Applicable degrees: Associate of Arts, Associate of Science, Associate of Applied Science, and any other qualifying associate degrees. (Students may still be required to completed directed general education courses, based on their major requirements. Students must earn 120 credits in order to be granted an undergraduate degree.)

6. Students transferring in courses from the approved 30-Credit Transfer Framework menu, as outlined by PA TRAC - https://www.patrac.org/30-Credit-Transfer-Framework , will have their general education requirements waived. (Students may still be required to completed directed general education courses, based on their major requirements. Students must earn 120 credits in order to be granted an undergraduate degree.)

7. If a student has taken a course at Kutztown and received a "D" or better, they will not be awarded transfer credits for the same course.

8. All undergraduate students are required to complete at least 30 of their last 60 credits at Kutztown University.

9. All undergraduate students are required to complete:
   a At least fifty percent (50%) of their major credits, excluding cognate courses, at Kutztown University.
   b At least fifty percent (50%) of their major credits, including cognate courses, at a university in the Pennsylvania State System of Higher Education (which includes Kutztown University).

10. To earn a minor, students are required to complete at least six of the required credits at Kutztown University. The courses taken to fulfill this requirement must be Upper Division courses.

11. To earn a Certificate, students are required to complete at least fifty percent (50%) of the required credits at Kutztown University.

12. Please also refer to ACA-079 (Residency Requirements – Undergraduate Students)

In some cases, to comply with the above requirements, a student may need to complete more than 120 credits.

E.   Effective Date

August 2025

F.   Approved By

University Senate – March 6, 2025
President – March 17, 2025

G.   Last Reviewed

August, 2009
August, 2010

August, 2011
August, 2012
August, 2013
August, 2014
August, 2015
August, 2016
August, 2017
August, 2018
August, 2019
August, 2020
September, 2023
March, 2025