

**Undergraduate Transfer Credit Policy and Evaluation Procedure
(as published in the IUP University Undergraduate Catalog)**

Transfer applications are reviewed on the basis of

To request the transfer of credits, the student provides the School of Graduate Studies and Research with a written request indicating the course to be considered for review. A catalog course description or course syllabus must accompany the request. An official graduate transcript showing the earned credits must be provided by the school at which the credits were taken. To be considered official, the transcript must arrive in a sealed envelope bearing the official seal of the issuing institution. The request is reviewed in the School of Graduate Studies and Research and the academic department. After a decision is rendered by the School of Graduate Studies and Research, the student's department and the student are notified of the transfer decision.

It is strongly recommended that students wishing to transfer credits from another institution while enrolled at IUP receive advance written authorization for credit acceptance from the School of Graduate Studies and Research and the academic department prior to enrolling in that course. The review process is as described in the preceding paragraph.

If credits earned at another institution are approved for transfer, only the credit, not the grade or accompanying quality points, will appear on the student's IUP transcript. Transfer credits are not posted to the student's IUP graduate record until the student has been admitted to degree candidacy. Credits earned at IUP that are approved for transfer to a second program will not be posted to the transcript a second time.