

Transcript Evaluation and Credit

Transcripts submitted to meet entrance requirements by transfer students are evaluated by the transfer coordinator in the office of admissions. An official evaluation of all transcripts will be conducted when the applicant has been formally admitted into the university. In most cases, the official evaluation of the student's transcript/s will be completed within two weeks of the offer of admission. Upon completion, students will receive an e-mail with instructions to review the evaluation of their credits via the degree works degree audit tool, which is utilized by Shippensburg University.

All college-level credits from regionally accredited institutions will be accepted in transfer, regardless of how the prior learning was acquired. The intent of this policy is to maximize the application of college-level credits awarded by regionally accredited institutions.

Shippensburg University will first apply as many college-level credits as possible toward the satisfaction of general education requirements, then to requirements in the major and finally to elective credits. A course-by-course match will not be required for general education courses. Vocational, technical and career courses may fulfill major curricular requirements or credits required for graduation in specific programs. Developmental and remedial coursework will not transfer.

Students who feel the original evaluation of their transfer credit is not correct may request another review by the office of admissions or their academic department office. Shippensburg University will work with transfer students to ensure credit is awarded in the most appropriate way possible.