



Policy AC039: Evaluation of Courses Over Ten Years Old

Recommended for Approval by:

A blue ink signature of Dr. Scott E. Miller, written over a horizontal line.

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Approved by:

A blue ink signature of Dr. Dale-Elizabeth Pehrsson, written over a horizontal line.

Dr. Dale-Elizabeth Pehrsson, President,
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Effective Date: 07/01/2022

A. Intent

To define how credits earned ten or more years prior to enrollment are evaluated for application to the student's current academic program.

B. Definition(s)

Not Applicable.

C. Policy

The evaluation of post-secondary credits over ten years old shall be part of the regular admission process for transfer students or the reinstatement process for former Pennsylvania Western University students. This evaluation will be initiated by the Transfer Office and Office of the Registrar, respectively.

Credits over ten years old earned at PennWest or elsewhere will not be accepted without a review by the appropriate department chairs, and approval of the academic dean. After consultation with the relevant department chairs, the academic dean will have the final authority for determining the appropriateness of accepted credits for meeting current programmatic requirements, general education and/or free electives.

D. Procedure(s)

For Prospective Transfer Students

1. The transcript review process will be initiated by the Transfer Office, which will provide copies of the student's transcript(s) to the appropriate academic dean(s) for evaluation.

2. Relevant department chairs will make recommendations to their academic dean on the acceptability of dated coursework under the academic department's purview.
3. Following their evaluation of the dated credits, the academic deans will notify the Transfer Office of the results of the review.
4. The Transfer Office will enter all accepted transfer credits into the student's record and notify the student of the disposition of the credits.

For former PennWest Students Seeking Reinstatement

This procedure also applies to students who had previously attended California University, Clarion University, or Edinboro University.

1. At the time of reinstatement application, the registrar will send a copy of the student's academic history to the appropriate department chairs for use in the review process.
2. The department chairs will make a recommendation to their academic dean on the applicability of the dated credits.
3. Following the academic dean evaluations of the academic records and chair recommendations, the academic dean(s) shall notify the Office of the Registrar of the review results.
4. The Office of Registrar shall, in turn, notify the student of the disposition of the credits.

E. Related policies

Fresh Start Policy (AC008)

Readmission Policy (AC049)

Transfer Credit Policy (AC034)

F. Contact Information

For additional information, please contact the Transfer Office or Office of the Registrar.

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.