

TRANSFER OF CREDIT TO OTHER SCHOOLS

Every institution has its own rules regarding transfer of credits and recognition of credits earned and degrees from another institution. The awarding of credit, clock hours, or recognition of coursework completed at any other institution is at the sole discretion of the receiving institution. Penn Commercial does not imply, promise or guarantee that any credits earned at Penn Commercial will transfer to or be accepted by any other institution. There is a possibility that some or all credits earned at Penn Commercial will not transfer to other institutions. It is the student's responsibility to find out whether a receiving institution will recognize a course or accept credits earned at Penn Commercial.

TRANSFER OF CREDIT TO PENN COMMERCIAL

Students who previously attended an accredited post-secondary institution recognized by the U.S. Department of Education may be granted transfer credit, at the sole discretion of Penn Commercial. Courses taken at the previous institution must be determined to be sufficiently equivalent to courses offered at Penn Commercial taking into account such factors as course content, grades, accreditation, and licensing. In addition, Penn Commercial must determine that those courses are applicable to a student's program of study at Penn Commercial. Currently, there is no institution that Penn Commercial will not accept transfer of credits from.

Only courses in which the student earned a grade of "C" or better and which were completed within the last five years will be considered for transfer. Courses with "P" for Pass or "S" for Satisfactory will only be considered if the official transcript is accompanied by a statement from the school that issued a "P" or "S" explaining that the course is equivalent to a "C" or better. The courses that are approved as transfer credits will show a grade of "T" on the Penn Commercial transcript. Students may transfer in up to 75% of program requirements. With the exception of Cosmetology, Esthetics, and Practical Nursing, all transfer of credits requests must be submitted to the Director of Education no later than two weeks after the start date of the student's first quarter (unless there are extenuating circumstances). Transfer credits are not calculated in the students GPA.

Penn Commercial will not accept faxes or photocopies as official documents. Documents must travel through the US mail and be received in a sealed issuing institution envelope or can be received electronically directly from the schools registrar only. If the envelope has been opened prior to receipt by The Director of Education, the documents are not considered official and will not be accepted.

Cosmetology and Esthetics Transfers

Transcripts will be evaluated for admittance by the Cosmetology Director of Education/Supervisor and the Director of Education. A determination will be made on the number of hours, classes, and student kit contents that can be transferred in. Penn Commercial reserves the right to transfer in up to 350 of the total hours and can deny transferring in any of the hours after reviewing the student's evaluation. All evaluations must be completed prior to the class start.

Practical Nursing Transfers

Anatomy and Physiology and Growth and Development are the only two courses that will be considered for transfer of credit. Transcripts will be evaluated for admittance by the Practical Nursing Program Director and the Director of Education. A determination will be made on the course(s) that can be transferred in.

Experiential Learning

Penn Commercial does not accept the transfer of credit for experiential learning toward any program of study.

Articulation Agreements

Penn Commercial currently maintains articulation agreements with:

- Trinity Area School District
- Greene County Career & Technology Center (GCCTC)