

Transfer of Credit from Other Colleges/Universities (source: 2008-2009 Catalog, Page 21 and 23)

The Registrar's Office evaluates all transfer records and provides advising materials designed to assist students in the completion of university requirements. Undergraduate students who attend other regionally-accredited colleges or universities may have credits transferred to Pacific Lutheran University according to the following policies and procedures.

1. An official transcript is required for any course to be transferred to PLU. It is the responsibility of the student to obtain all needed documentation from the other college or university. Transcripts become the property of the university and will not be returned to the student, photocopied for the student, or forwarded to another site. Official transcripts are documents that have appropriate certification (seal/signature) from the other college/university and have been submitted in an official manner (normally sealed by the institution and submitted directly from the institution). Official transcripts are required from all colleges/universities attended.
2. Courses completed with a grade of C- or higher at regionally accredited colleges or universities normally will be accepted for credit as passing grades. Transfer courses are not calculated into the PLU grade point average. Courses from all other colleges/universities are subject to course-to-course evaluation by the Registrar's Office. Not all courses offered by other colleges and universities are transferable to PLU. Guidance is available through the Transfer Equivalency Guides for community colleges available on-line and in the Registrar's Office.
3. A student may transfer a maximum of 96 semester hours. Of these, the maximum transferable from a two-year school is 64 semester hours. credits from quarter-hour colleges or universities transfer on a two-thirds equivalency basis. (For example, a five quarter hour course transfers as 3.33 semester hours).
4. Philosophy, Religion, Literature or Language courses taken through correspondence, on-line, and independent studies are not accepted to fulfill the general university requirements in Literature, Philosophy, Religion or Languages. Once a student has matriculated at PLU, departmental approval is required for a course to transfer in to meet general university requirements in Literature, Philosophy, Religion, or Languages.

5. Transfer courses must be a minimum of three semester hours to fulfill a PLU four-hour general university requirement. Transfer courses to fulfill any other semester hour general university requirement (for example, Physical Education course) must be a minimum of two-thirds of the PLU hour requirement.
6. All two-year and community college courses transfer as lower-division credit regardless of upper-division equivalency.
7. The final 32 semester hours of a student's program must be completed in residence at PLU. No transfer credit may be applied during a student's final 32 hours in a degree program.
8. The Pacific Lutheran University grade point average reflects only PLU work. A student's grade point average cannot be improved by repeating a course elsewhere.
9. Credits from unaccredited schools or non-traditional programs are subject to review by the appropriate academic departments and the Registrar's office and are not normally transferable to PLU.
10. Students are also subject to any school/division/department policies concerning transfer of courses. Exceptions to academic policies are based on submitted documentation and rationale and are approved by the appropriate officials as indicated on the Exception to Academic Policy form.

Repeating Courses

An undergraduate may repeat any course two times (including withdrawals). The student's cumulative grade point average is computed using the highest of the grades earned. Credit for a course at another institution is acceptable in transfer; however, only the grade earned at PLU is computed into the student's grade point average. Credit toward graduation is allowed only once. Students should be aware that repeated courses are not covered by financial aid funding and cannot be counted towards full time status for financial aid. Students should consult the Financial Aid office before repeating any course.