MEMO

TO   Chief Executive Officers/Directors
Licensed/Registered Schools, State Board of Private Licensed Schools

FROM   Nicole Campbell, Division Chief

DATE   November 18, 2021

RE   Private Licensed Schools Memorandum #97

Statement Concerning Transfer of Credits/Hours

This memo revises and replaces Board Policy Memorandum #19, issued on June 15, 1989.

The State Board of Private Licensed Schools, at the meeting held on November 18, 2021, approved this policy under the authority of 24 P.S. §6504 (a).

The purpose of this memorandum is to confirm the Board's requirement that schools must disclose to students that earned credits and hours may not transfer to other higher education institutions.

A variety of factors impact whether earned credits and hours will transfer to another institution. Those factors include, but are not limited to, whether a school is accredited or non-accredited, whether a school is regionally or nationally accredited, quarter credits vs semester credits, length of time since completion, course content, the student's final course grades, and ultimately the credit transfer policy of the receiving institution.

Schools are therefore required to include the following statement, or similar statement, in the school's student information publication (catalog):

> **Earned credits and hours are units of measure and are not necessarily an indicator of transferability to another institution. The receiving institution, rather than the providing institution, determines whether to accept earned credits and hours for transfer.**

Please note Board Policy Memorandum #19 required the use of the specified statement. Board Policy Memorandum #97 does not require the use of specific verbiage; however, the statement must clearly disclose to students that earned credits and hours may not transfer to another institution and that transferability is at the discretion of the receiving institution.

If you have questions about the information provided in this memorandum, please email Board staff at ra-pls@pa.gov.