



Scenario 1: You begin your undergraduate (bachelor's/associate) degree program at a school other than Penn State and still wish to finish the degree/receive a diploma from the original school.

Sometimes a student will start a degree program but for any number of reasons might not be able to take the remaining classes through the original school. In this case, you might be able to take the required classes through PSWC and transfer those credits back to the original school. This option works well if you are close to graduating but no longer live near the school where you started, and the school doesn't offer online options. Here are the steps you should follow:

1. Check with an academic advisor from the original school and determine which classes are outstanding. If the classes aren't available through the original school, ask if they will accept transfer credits from PSWC. We are regionally accredited (highest accreditation possible).
2. If the answer is yes, look through the [PSWC course search catalog](#) and [degree offerings](#) and find classes that match the ones you need to complete. Try to work as closely as possible with an academic advisor from the original school on this process. It will be up to them to decide whether or not the PSWC classes meet the criteria required. If you need help using the search tool please contact your PSWC partnership manager (Amanda Goble – amg283@psu.edu) for assistance. Start this conversation as soon as possible (3-4 months before the start of the semester you would like to begin your coursework).
3. Note: not all World Campus courses are available to non-degree students. To find out if you would be eligible to take your selected class(es) as a non-degree student, please read through steps 4 and 5 below and contact the PSWC Registrar at registration@outreach.psu.edu.
4. If PSWC has the courses you need, you can apply as a non-degree student. You can take up to 30 credits (about 10 classes) at PSWC as a non-degree student, but you may not be able to register for courses until about a month before the start of the semester and some classes might be full by that time. More information on being a non-degree student is found [here](#).
5. Complete the [Undergraduate Nondegree Enrollment Form](#) 2-3 months before the semester starts.
6. Upon completing your PSWC courses, work with your original school to find out what documentation they require. At any time you will be able to request a transcript of your PSWC courses. If you are unable to directly pull that information from your student record, please contact your PSWC partnership manager.
7. Send that information to the original school and continue to talk with the advisors there to see if you have met all of your requirements.
8. Once the original school's requirements are met and you successfully transfer the PSWC credits to that institution, you should be able to graduate with your diploma from that school.



Scenario 2: You began your undergraduate (bachelor's/associate's) degree program at another school but want to transfer credits and finish the degree/receive a diploma from Penn State.

If you have taken classes at one or more institutions previously and now want to complete your undergraduate degree as an official Penn State student, you will go through the transfer student process. This is best for students who are still a few semesters away from graduating. Here are the steps you should follow:

1. Check how many credits you need to finish your degree. To earn a bachelor's degree, 36 of the last 60 credits you take to earn your degree must be from Penn State. To earn an associate degree, 18 of the last 30 credits that you take to earn your degree must be from Penn State.
2. Look through the full list of [degrees offered](#) by PSWC and identify the program you are the most interested in. If you have questions about specific programs please contact the PSWC admissions team at wdadmissions@outreach.psu.edu or 814-863-5386.
3. Apply for admission to the program referencing the "how to apply" section of your selected degree.
4. The application process will require you to submit all of your previous transcripts from your previous institutions. You will need to request those directly from your previous institution(s), and each school has a different process.
5. Complete all parts of the application and submit.
6. During the review of your application the following information will be evaluated related to your previous coursework:
 - a. Only credits from college-level work completed at a regionally accredited institution are eligible to be transferred.
 - b. There is no limit to the number of credits that you may transfer into Penn State; however, it is likely that **not all of your transferred credit may count** toward your intended degree program. The academic department in which you enroll will have the final say on what credit can be accepted toward your degree.
 - c. Penn State's [Credit Transfer Tool](#), a convenient, step-by-step tool, may help you to determine approximately how much of your previous credit may transfer, but cannot determine which credits will apply to the degree program you choose.
 - d. Penn State does not offer a pre-evaluation of credits, so you must officially apply to a program to determine exactly which credits will transfer.
 - e. For a course to qualify for credit the following must be met:
 - i. your grade earned must be equivalent to a grade of A, B, or C (2.0) at Penn State
 - ii. there must be an equivalent course at Penn State
 - iii. the transferred course credits must be useful to your program of study
 - f. The actual letter grade received will not be transferred — only the credit — so your Penn State grade-point average (GPA) will not be affected. Transferred credit is not recorded on your transcript until after you have completed at least one 3-credit course at Penn State. Your GPA will be calculated starting from the completion of your first PSWC course.
7. If offered admission, (congratulations!) you will work with an advisor to determine how many of your credits have been accepted and can then begin the process of finishing your coursework at PSWC.



Scenario 3: You began your graduate (master's) degree program at another school, but want to transfer credits and finish the degree/receive a diploma from Penn State.

If you have taken graduate level classes at one or more institutions previously, or though Penn State as a non-degree student, and now want to apply those credits to a Penn State graduate degree, please be aware of the following policies (also found [here](#)).

- Transfer of graduate credit is on a case-by-case basis by the respective department (academic home) to which you are applying. To be considered:
 - courses you wish to transfer must appear on a graduate-level transcript from a regionally accredited institution
 - credits must have been earned with a “B” or higher grade and not have been used to complete a graduate degree at any university
 - credits appearing as undergraduate level on your transcript cannot be transferred to a Penn State graduate degree program
 - you will need to submit official copies of your academic transcripts to the academic department hosting the degree program to which you are applying for admission
- A maximum number of credits may be accepted into a new graduate degree program at Penn State depending on the source. A maximum of:
 - 10 credits from graduate coursework completed at an external institution may be transferred into a degree program
 - 15 credits from non-degree graduate coursework completed at Penn State may be applied toward a degree program
- Approval to apply *any* credit toward a graduate degree program must be granted by the student's academic adviser and the Penn State Graduate School.
- Questions regarding graduate transfer credit should be directed to the contact listed on the specific program website. If you have not yet chosen a program, you may [contact an admissions counselor](#) for more information.



Other helpful information for prospective students

We know there are a lot of questions when someone is thinking about going back to school. We are here to help in any way possible. Here are some additional resources:

- The NFLPA and Penn State World Campus have partnered to form an education alliance. You can find full details by visiting the [partnership landing page](#).
- Active/former players, NFLPA staff members, and spouses and dependents of those groups are eligible for a 5% tuition reduction on all PSWC courses and degree/certificate programs.
- To receive the tuition reduction please complete the one-time online [Tuition Reduction Form](#).
- If you started your degree at Penn State and want to complete your studies via World Campus please contact the NFLPA/PSWC partnership manager.
- Amanda Goble is the partnership manager and can be contacted at any time via email (amg283@psu.edu) or phone (814-880-7553). She works out of San Diego, CA.
- For a PDF copy of this document, that includes hyperlinks to all referenced resources, please contact Amanda Goble.