



Transfer Coursework Guide

General Information

Prairie State College accepts transfer coursework from regionally accredited institutions. Coursework is not accepted from institutions that are not regionally accredited. PSC offers two year associate level degrees and certificates. The College accept freshman and sophomore level coursework (100 – 200 level). Courses not considered to be college level, such as developmental or remedial will be used to determine placement and the completion of prerequisites. Coursework will not transfer if the student repeated the transfer course at PSC (see repeat policy for additional information).

International transcripts must receive evaluation through a member of the National Association of Credential Evaluation Services (i.e. ECE evaluation, WES evaluation). A course by course evaluation is required for transfer consideration.

The Testing Center is an on-campus resource for students seeking to transfer credit for college level examination program (CLEP), International Baccalaureate (IB) and advanced placement (AP). Students seeking credit hours for prior learning experience should also consult the Testing Center, applicable fees may apply. Military Joint Services Transcripts are evaluated based on the student's program of study and applicable transfer coursework.

Evaluation of Coursework

Transfer coursework is evaluated based on the student's area of study. Completion of the Transcript Evaluation Request Form with the declared area of study and transfer institutions is necessary to receive an accurate and comprehensive evaluation.

PSC credits are expressed in semester hours. Transfer credit received from institutions granting other measures of credit will be converted to semester hours (i.e. quarter, trimester, etc.). Consequently, students may satisfy a course requirement but have a credit hour deficiency in order to complete a given program category.

The College maintains a database of courses articulated from transfer institutions. The Registrar, or his or her designee, will articulate all transfer coursework from regionally accredited post-secondary institutions. If a course is not articulated, the Credentials Analyst will review the course based on the information available (i.e. course description, syllabus, use of course at transfer institution, etc.). The program coordinator may also be consulted to determine the most appropriate evaluation of coursework.

College Residency Requirement

In order to satisfy the college residency requirement for an associate degree, a minimum of 15 credit hours, excluding proficiency credit, must be successfully completed at PSC. Students in certificate programs must complete at least half of the credit hour requirements for a certificate program at PSC.

Time Limits and Grade Criteria

Transfer coursework may be accepted for courses in which a passing grade was received. Quality points will be awarded only for work completed at PSC. The College does not transfer final grades from coursework completed at transfer institutions.

Coursework is not eligible for transfer if the student received a final course grade lower than C and the GPA from the institution is below a C average, grades of C- will not transfer. A course with a grade of D will not transfer and/or be considered for prerequisite completion if PSC has designated the course requires the student earned a grade of C or higher. The course prerequisites, general education designation or program requirements at the transfer institution may also be used as factors to evaluate the coursework. Additionally, certain programs may have time restrictions and grade requirements for courses taken towards prerequisite or program requirements (i.e. Nursing, dental hygiene, surgical technology, information technology, etc.).

Re-evaluating an Articulated Course

Students have the ability to speak with the Credentials Analyst if questions arise with respect to the articulation or application of coursework. Students may also be asked to provide a course description, syllabus or additional information for further consideration. A student may submit a Course Articulation Review form to the Office of Enrollment Services if additional concerns exist pertaining to the articulation of coursework.