

**Undergraduate Admissions** The Pennsylvania State University 201 Shields Building University Park, PA 16802-1294 Phone: 814-865-5471 Fax: 814-863-7590 Website: admissions.psu.edu Email: admissions@psu.edu

## **Credit by Validation**

College-level course work completed at colleges/universities licensed by state boards of education to award associate degrees or higher, but that are not members of one of the six regional accrediting associations, may be eligible for credit by validation.

Steps for the Credit by Validation process:

- After enrolling at Penn State, the student is responsible for initiating the process by requesting or downloading a Credit by Validation form (available at http://admissions.psu.edu/cbv)
- 2. The student completes the form and submits it with electronic copies of course syllabi for each course to be validated to the Undergraduate Admissions Office at admissions@psu.edu.
- 3. Undergraduate Admissions staff will determine if the course is eligible for Credit by Validation.

Eligible courses must:

- 1. Have an equivalent course offering at Penn State that offers comparable learning outcomes and standard instruction.
- 2. Be graded at an equivalent of a 'C' (2.0) or better.

Students will be notified coursework that does not meet eligibility via their Penn State email address.

- 4. If the course meets eligibility requirements:
  - 1. Undergraduate Admissions sends the course information to the academic college/department that should evaluate the course content.
  - 2. The department shares its decision with Undergraduate Admissions.
  - 3. The Undergraduate Admissions Office updates the student's Penn State transcript record with coursework that is transferable.



**Undergraduate Admissions** The Pennsylvania State University 201 Shields Building University Park, PA 16802-1294 Phone: 814-865-5471 Fax: 814-863-7590 Website: admissions.psu.edu Email: admissions@psu.edu

## **REQUEST FOR CREDIT BY VALIDATION**

(For schools that do not possess regional accreditation)

Students should complete this form and submit to the Undergraduate Admissions Office with supporting course syllabi for review. Form and documentation should be sent to <u>admissions@psu.edu</u>. Eligible courses will be sent to the appropriate academic department for a review of each course.

Student Inform	ation								
Last name			First	ŀ		iddle	PSU ID#		
Local Address	(number a	nd street or box nur	nber)		 E·	mail address			
City			State	Zip Code	(	College/Majo	ſ	Camp	us Enrolled
Student Signature						Date			
Institution	Name								
	Address								
Course designation number to be val (e.g. ENGL 101)	on/ lidated	Course Title					Term Taken		Number of credits