

## **Transfer Exceptions & Academic Policies**

### **Sign and Return**

1. **Transferable classes.** Vocational courses and remedial classes (often with course numbers below 100) will not transfer to PLNU. All letter grades (A through F) of transferable courses (electives, GE, major) will calculate into your PLNU cumulative GPA. Courses must be repeated at the same/original institution to replace a C- or below. Major or GE requirements cannot be taken Pass/Fail.
2. **Level of transfer.** PLNU transfers a maximum of 70 units from a community college in chronological order. Lower division courses do not transfer for upper-division (300-400 level) requirements at PLNU. At least one-half of the upper-division units in major must be completed in residence.
3. **Math requirements.** Algebra does not meet the Math GE requirement -- you will need Math 303 (Problem Solving) or MTH144/164/173 (Calculus) at PLNU to fulfill the GE Math requirement.
4. **Psychology requirements.** Students who graduated from high school the year prior to enrollment at PLNU will need to complete PSY101 at PLNU. Transfer students, who come to Point Loma with 24 or more transferable units and have not completed General Psychology yet, should take PSY103 instead.
5. **Religion classes.** Students who transfer in with at least 48 units (none of which are counting toward PLNU's religion requirements) only need to take one lower division and one upper division religion class at PLNU. If you have a transfer course fulfilling this category, the exception does not apply.
6. **Foreign language.** The full sequence of foreign language at Point Loma is two courses (101+102). Students generally need to take 3 semesters at a community college to cover the same content. A transfer student who took only two classes at community college needs to take the second class (102) at PLNU to complete the content requirement, regardless of the number of units.
7. **"Natural World" lab classes.** Although incoming freshmen are required to take two four-unit science classes, including one lab, transfer students can meet the requirement with one three-unit and one four-unit class if the courses were taken prior to admission at PLNU and one of the classes includes a traditional, on-site lab. One science must be physical and the other biological.
8. **Writing classes.** All students need to complete at least four units of writing. A transfer student who has completed only three writing units will need to take a two unit WRI116 research course at PLNU.
9. **World history requirement.** Two broad, survey U.S. history courses taken prior to admission at Point Loma will be accepted as a substitute for the world history requirement. If only one U.S. History course was taken, transfers must complete one *world* history course, HIS110, to fulfill the GE requirement.
10. **Graduation requirements.** The minimum requirements for graduation at Point Loma include the following:
  - 128 units
  - Last 24 units of degree and half of the upper division major units in residence
  - 24 major units at 300-400 upper-division level
  - 2.0 GPA in major AND minor AND total coursework.

IMPORTANT TASKS: The three following tasks should be completed as soon as possible.

1. **Log onto <https://my.pointloma.edu>**
  - a. Check unofficial Point Loma transcript.
  - b. Review advising guide for details about how courses and units transfer.
  - c. Examine proposed course schedule to make sure it doesn't include a course you have already taken or transferred.
  
2. **Have the following sent to the Point Loma Records Office (all documents must be sealed & official):**
  - a. Transcripts showing any new grades that were posted since sending your application. Registration holds will be placed on the accounts of students with incomplete transcripts.
  - b. Missing AP, SAT, ACT, IB or CLEP test reports.
  
3. **Contact the Records Office immediately to:**
  - a. Report errors in an unofficial transcript.
  - b. Make an appointment to complete a "progress toward degree" check to plan your path toward graduation (if transferring with 57 units or above). Application available in Student Portal.
  - c. Add/drop a course after the first week of classes (Change of Schedule form in Student Portal)

RESPONSIBILITIES NOW THAT YOU ARE A CURRENT STUDENT:

**1. Transferring Courses**

If you are planning to enroll in a transfer course while you are also attending PLNU, you must obtain approval before registering. Petitions/course approval forms are available in the Records Office. For courses in the classroom, a course description is needed. For online courses, additional information, such as a syllabus and verification of threaded discussion is required.

**2. Catalog Requirements**

Go to [catalog.pointloma.edu](http://catalog.pointloma.edu) to review PLNU's academic policies, General Education, and major requirements. Transfer student exceptions only apply to courses taken prior to enrollment at PLNU.

**3. Substitutions**

If you meet with a faculty member to discuss substituting one PLNU course for another, the Records Office must receive an approval email from the chair of the corresponding department. Substitutions may be forwarded onto the Vice Provost for additional review before final approval is granted.

By my signature, I confirm I have received the information above, have an understanding of the content and agree to operate under the following guidelines:

- The information on this document summarizes PLNU's official policies and procedures applicable to transfer students.
- No exceptions to these policies will be considered without written appeal and written approval.  
(A petition form is available after meeting with a specialist in the PLNU Records Office.)

\_\_\_\_\_

Print Name

\_\_\_\_\_

PLNU ID #

\_\_\_\_\_

Signature

\_\_\_\_\_

Date