

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
June 15, 1989

SUBJECT: LICENSED PRIVATE SCHOOLS MEMORANDUM #19
Statement Concerning Transfer of Credit Hours

TO: Chief Executive Officers/Directors
Licensed/Registered Private Schools

FROM: Dr. Jane A. Stockdale
Coordinating Secretary
State Board of Private Licensed Schools

Under a new policy adopted by the State Board of Private Licensed Schools, all licensed/registered schools and all applicants for license/registration describing their programs in credit hours are required to include the following statement in their main student information publication:

A credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institute, rather than the training institution, decides whether to accept credits for transfer.

This policy took effect on June 12, 1989. The Board stipulated that this statement is to appear in the main student information publication of all schools using credit hours. The change should be made immediately, through use of an insert or paste over. At the time of a school's renewal, the Board's staff will verify that this statement is included in the main student information publication.

If you have questions about this policy, please feel free to call your designated contact person at (717) 783-8229.

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