FAQ: Transfer Students

How many credits can I transfer to SHIP?

There is no limit to the number of college-level credits you can transfer to SHIP, but to earn a Bachelor’s Degree you must complete:

- a minimum of 45 credit hours of work at SHIP.
- at least 30 of your last 45 credit hours of work at SHIP.
- at least one half of all courses in your major and minor fields at SHIP (except where program requirements dictate a higher percentage).

- Developmental-level and vocational coursework are not accepted as transfer credits.

The crucial question is how your transfer credits may be used to satisfy SHIP degree requirements. To have transfer credits evaluated for placement, you must provide transcripts of your prior college-level coursework. Your academic dean will evaluate the transcripts to determine which credits are acceptable and how they apply to your degree requirements.

When will I know how my transfer credits are applied to my SHIP requirements?

- Your transcripts will be evaluated officially when you have been formally admitted to the university. In most cases, the official evaluation will be mailed to you along with the letter of admission.

- If you feel the original evaluation of your transfer credit is not correct, you may request another review by your academic dean's office to ensure credit is awarded in the most appropriate way possible.

⇒ If you have not received a copy of your transfer evaluation, please bring a copy of your college transcripts to Orientation.
Do grades of “D” transfer?

Only grades of “C” or better transfer though some exceptions are made for students who qualify for the Academic Passport Program.

- Students from PA community/junior colleges and State System universities may transfer credits in courses where the grade of D is earned only if the student has an overall GPA of 2.0 or higher from each institution attended.
- Some academic programs at SHIP may require the student to repeat certain courses in which a D grade was earned.

If you have questions, contact your Dean’s Office.

How are my transfer grades used to compute my SHIP GPA?

- Accepted transfer credits are included in determining your class standing and do count toward the total number of credits required for graduation; however, grades earned in courses transferred from other colleges and universities are not included in determining your SHIP GPA.
- Credits you earn at another institution that are accepted towards your degree at SHIP are indicated with a grade of TR.
- Your semester GPA is the average of grades earned for one semester or summer term, while your cumulative GPA refers to the average for all courses completed at SHIP.

Do transfer students have to take placement tests at SHIP?

- Your academic dean's office will review your transcripts and determine whether or not testing is required.
- Transfer students who need further course work in writing and/or mathematics will be notified of the testing requirement by the Placement Testing Office.
- If you have questions, contact your Dean’s Office: (area code 717)

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**When will I be assigned an advisor?**

You will meet with an advisor during Orientation to register for your fall classes, only after you have confirmed through the Office of Admissions. In the fall, you will be assigned a faculty advisor from your major department for future semesters.

**When do I register for classes?**

You will register for your fall classes during the one-day Orientation in June. If you are not able to attend orientation or you confirm your admissions after Orientation, your major department will assist you to create your fall schedule of courses. With the aid of your faculty advisor, you will schedule yourself for the following semesters’ courses.

**What if I need to change my schedule of courses before classes begin?**

After Orientation, you may self-adjust your schedule during the Schedule Adjustment period through your myShip portal.

You should consider changing your schedule only if:

- You have already received college credit for a course you have scheduled
- You have changed your area of interest or major
- Course times conflict with other major commitments you may have

You should consult with your department chair or academic dean’s office before substituting courses.

**Who can I contact if I have other questions?**

- **Contact the Admissions Office**  
  717-477-1231  
  800-822-8028  
  admiss@ship.edu

- **Contact your Academic Dean’s Office (area code 717)**
  
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- **View the Admissions’ website and Transfer Student Brochure:**  
  [http://www.ship.edu/admissions/transfers/](http://www.ship.edu/admissions/transfers/)