Transfer credit in economics
Policies of the UPJ Economics Department

Students applying to UPJ should submit their request for transfer credit with their application. Students at UPJ should consult with the Chair of the Economics Department **before** taking a course at any institution other than a Pitt campus. Even after such consultation, it will be the student's responsibility to demonstrate on conclusion of the course that:

1. the course taken was equivalent to the corresponding course at the University of Pittsburgh at Johnstown. In order to do this, the student should submit to the Chair of the Economics Department:

   a. The course syllabus.
   b. The textbook used in the course.
   c. A typed, two page statement describing the material covered in the course.

2. the student's performance in the class was the equivalent of at least a C (not C-) at the University of Pittsburgh at Johnstown. In order to do this, the student should submit to the Chair of the Economics Department:

   a. the name, department address and e-mail address of the instructor of the course, together with written permission for the faculty of the Economics Department at UPJ to inquire about the student's performance in the course. This should be included in the typed, two page statement (item 1c above).
   
   b. any papers, examinations, class notes or other work done for the course.
   
   c. the student's transcript or grade report from the institution.

Students should realize that courses from institutions which do not have articulation agreements with the University of Pittsburgh at Johnstown are unlikely to be accepted unless they are fully accredited four-year colleges. Colleges with AACSB accreditation for their business programs are likely to be given more favorable consideration than colleges without such accreditation.