

Transfer of Credit

ROWAN UNIVERSITY POLICY

Title: *Transfer of Credit*

Subject: *Transfer Students*

Policy No: AA: 2016: 03

Applies: University-Wide

Issuing Authority: *Senior Vice President for Academic Affairs/Provost*

Responsible Officers: *Vice President for Academic Affairs, Vice President for Strategic Enrollment Management, and Assistant Vice President for Student Retention*

Adopted: 09/01/2014

Last Revision: 01/17/2018

Last Reviewed: 01/17/2018

I. PURPOSE

This policy establishes the procedures for the evaluation, acceptance, and application of credits earned at other academic institutions in accordance with the accreditation standards of the Middle States Commission on Higher Education and the New Jersey State-Wide Transfer Agreement.

II. ACCOUNTABILITY

Under the direction of the Provost/Senior Vice President for Academic Affairs, the Vice President for Academic Affairs, Vice President for Strategic Enrollment Management, and Assistant Vice President for Student Retention shall implement and ensure compliance with this policy. The Registrar, Deans, Department Chairs, and University or Departmental Advisors will implement this policy.

III. APPLICABILITY

This policy applies to all students who are matriculated into a Rowan University undergraduate degree-granting or certificate-granting program.

IV. DEFINITIONS

1. *Official Transcript:* An official transcript is one that has been received directly from the issuing institution. It must bear the institution's seal, and appropriate signature, and a date. Transcripts that do not meet these requirements should not be considered official and should not be accepted for permanent use.
2. *Course Equivalency:* Course equivalency is the determination that a course taken at another institution is comparable to a course offered by Rowan University in terms of objectives, learning outcomes, and educational level. Mode of delivery is not a relevant or distinguishing factor in evaluating equivalency. Equivalent courses are accepted and applied to meet program requirements. Non-equivalent courses may be accepted as free electives and count as earned hours toward graduation.

V. POLICY

1. Requirements

- a. The primary focus of this policy is to ensure that students who transfer to Rowan University receive full credit for all equivalent courses taken at other institutions. The policy also provides for students to receive free elective credit for non-equivalent courses and specifies limits or restrictions on the application of credit toward degree requirements. Fair and accurate evaluation of transfer credit ensures consistency of degree requirements and enables students to progress through their programs of study in an effective and timely manner.

2. Procedures

- a. Rowan University accepts the transfer of credits earned at other institutions of higher education on the basis of course equivalency. The University evaluates credits based on established equivalencies as well as on an individualized, case-by-case analysis. The appropriate academic department determines the acceptance and application of all transfer courses that are not already recognized as equivalencies. If appropriate, academic departments may designate a maximum age for credits to be accepted to fulfill major requirements. General education and free elective credits do not expire.
- b. Students must have an official transcript sent to Rowan University to have transfer credits entered into their academic records. All students using VA Education Benefits are required to submit their transcripts from all previous educational institutions, including military transcripts.
- c. Credits are transferred on a semester-hour basis; credits from schools on the quarter-hour system may transfer at a less than one-for-one rate. In some cases, a course may be recognized as equivalent but have fewer credits than the corresponding Rowan University requirement. Academic departments will identify appropriate and reasonable measures for addressing such discrepancies, which may include additional course or credit requirements or waivers. Grades earned in courses that are transferred are recorded on the transcript but do not count toward the student's Rowan University grade point average. Earned credits are transferred and count toward graduation irrespective of grades. However, credits may not necessarily be applied to program requirements in cases where a minimum grade is required as part of an approved curriculum requirement that applies uniformly to transfer and native students alike.
- d. The New Jersey Statewide Transfer Agreement is a comprehensive and uniform articulation agreement that provides for seamless transfer from any New Jersey community college to participating New Jersey four-year institutions. Per this Agreement, an Associate of Arts (A.A.) degree or Associate of Science (A.S.) degree will satisfy all lower-level General Education requirements for a Bachelor of Arts (B.A) or Bachelor of Science (B.S.) degree, with the exception of major-specific prerequisites or special graduation requirements that were not completed within the associate degree. To facilitate the Agreement, Rowan University participates in New Jersey Statewide Transfer Initiative Maintenance. Academic departments provide Recommended Transfer Programs for each community college, which are annually reviewed. The departments also regularly review new community college courses for equivalency. Rowan University has an Internal Appeals Process, which is required for the Statewide Transfer Agreement but available to all transfer students.
- e. Rowan University reviews and accepts credits from external agencies including but not limited to CLEP, IB, Advanced Placement, the American Council on Education, and, through the Prior Learning Assessment Network agreement, Thomas Edison State College. When necessary, credits will be evaluated by the appropriate academic department a case-by-case basis. External credits are posted as transfer credit.

3. Additional Provisions

- a. As of Fall 2008, the course Intermediate Algebra is equivalent to a basic skills course and is no longer accepted in transfer as counting for earned hours towards graduation.
- b. As of Fall 2009, the course Computer Literacy is equivalent to a basic skills course and is no longer accepted in transfer as counting for earned hours towards graduation.
- c. For all students admitted after September 1, 2014, academic programs may not limit the number of transfer credits to be accepted and may not differentiate between two-year institutions and four-year institutions with respect to the number of transfer credits accepted.

VI. ATTACHMENTS

1. Attachment A - New Jersey State-Wide Transfer Agreement

<http://www.rowan.edu/provost/registrar/forms/XferAgreement.pdf>

2. Attachment B - Rowan University Transfer Credit Appeals Process

<http://www.rowan.edu/provost/registrar/documents>

[/Rowan_University_Internal_Transfer_Credit_Appeals_Process_2_25_15.pdf](http://www.rowan.edu/provost/registrar/documents/Rowan_University_Internal_Transfer_Credit_Appeals_Process_2_25_15.pdf)