



Section:	II.3.43	
Title:	Undergraduate Transfer Credit	
Effective Date:	<Draft>	
Approved By:	Provost	
Responsible Unit:	Academic Affairs (609) 771-3080; academic@tcnj.edu	
Related Documents:	Course Authorization Form Types of Majors and Minors Defined Residence Requirement policy International/Domestic Exchange policy Student Complaints Policy	
History:		
Version	Date Notes	
3.0		Revised
2.0	March 1, 2017	Reviewed by Steering Committee, 2017
1.0	2010	New policy; Initial Release

I. INTRODUCTION

Courses taken by a student at another institution may be transferred to The College of New Jersey (TCNJ) and granted college credit. This policy establishes the criteria under which such transfer credit will be considered.

II. DEFINITIONS

Course Authorization - Process used by current TCNJ students to authorize taking a course offered at a another institution for credit. Equivalency of a course is determined by the TCNJ department offering the course. (see [Course Authorization](#))

Advanced Placement (AP) - a program administered by the College Board that offers advanced curricula and examinations to high school students. TCNJ may offer course placement and course credit based on examination scores (see [AP Page](#)).

College Level Examination Program (CLEP) - a program administered by the College Board that offers advanced standardized examinations. TCNJ may offer credit based on examination scores (see [CLEP Page](#)).

International Baccalaureate (IB) course - A course offered by an IB school and meeting requirements set by International Baccalaureate, the administrative body overseeing IB programs. TCNJ may offer credit based on IB course scores (see [International Baccalaureate](#) page).

III. POLICY

1. Responsibilities

- A. Office of Records and Registration - Responsible for maintaining an informational website consistent with essential elements herein pertinent to students seeking to transfer courses to TCNJ for credit. This site shall describe the process for gaining course authorization and link to the course authorization form, which is maintained by Records and Registration. Finally, the website will provide a list of courses reviewed for equivalency and/or liberal learning attributes.
- B. Liberal Learning Program - Responsible for maintaining an informational website consistent with essential elements herein pertinent to students seeking to transfer courses to TCNJ for liberal learning credit.
- C. Department Chair – Chairs, or their designee, are responsible for conducting course equivalency analysis as requested in accordance with the essential elements in section III.2.B, below.
- D. Student – Students are responsible for providing necessary information for evaluating course equivalency and seeking course authorization prior to enrolling in courses at another institution for which they intend to request credit. They are also responsible for requesting official transcripts from former academic institutions be provided directly to TCNJ’s Office of Records and Registration for transfer consideration.

2. Essential Elements

A. Courses accepted and limitations

TCNJ will only accept courses transferred from the following:

- regionally accredited institutions
- diploma schools of nursing, provided that the diploma school is accredited by a national nursing accreditation body

TCNJ will also offer credit for AP, CLEP, and IB scores if they meet TCNJ’s minimum score requirements. If scores were accepted at another institution, upon transfer to TCNJ, those scores will be reevaluated and must meet TCNJ minimum standards to be accepted for transfer credit.

TCNJ utilizes a course unit system. When considering transfer credit, one (1) course unit equals four (4) semester hours. TCNJ will transfer in courses based on this same formula and offer fractional course units for courses with fewer

semester hours (eg. 0.75 course units for a 3 semester hour course).

Only courses wherein a “C” grade or better was earned are accepted for transfer credit. Credit for a specific TCNJ course will only be offered for a transferred course if course equivalency is established through prior approval (see section III.2.B, below). If course equivalency is not established, transfer credit will be offered as non-specific elective credit. If the student’s TCNJ major department has a policy requiring a minimum grade that is above a “C” grade, the course will not be accepted for transfer.

The number of transfer courses accepted is dependent on the type of institution from which the courses are being transferred according to the following:

- schools designated as community colleges or junior colleges may not exceed 16 course units (or 64 credits)
- schools designated as four-year institutions may not exceed 20 course units (or 80 credits).
- schools designated as diploma schools of nursing may not exceed 7.5 course units (or 30 credits) and is limited to candidates matriculated in the RN to BSN program

The maximum number of courses transferred from all sources (with the exception of National Student Exchange and study abroad under the auspices of The College of New Jersey) will not exceed 20 course units (80 semester hours).

In accordance with the [Comprehensive Statewide Transfer Agreement](#), an Associate of Arts (AA) degree or an Associate of Science (AS) degree from a New Jersey community college is fully transferable as the first two years of a baccalaureate degree program at TCNJ. An AA degree transferred into a BA program or an AS degree transferred into a BS program will be accepted as transfer credit units (based on the formula noted above) for up to half the number of units required for the basic four-year degree (up to 16 course units or 64 credit hours).

Grades from transfer courses are not used in calculating a student’s grade point average at the College and are not displayed on the student’s transcript.

Furthermore, because of the potential for fractional credit units, it is possible for a student to complete the course requirements for a degree and not meet the minimum number of course units for graduation.

The following limitations by separate policy affect the number and timing of transfer credits allowed under this policy, and are included herein by reference:

- the percentage of a student’s major requirements that may be met by transfer credit is limited by the Types of Majors and Minors Defined policy
- the number of course units that may be completed away from TCNJ during a student’s senior year is limited by the Residence Requirements policy
- course taken as part of an exchange program are accepted by TCNJ as transfer credits, as defined by the International/Domestic Exchange policy

Additional information on degree program requirements may be found in the Undergraduate Bulletin.

B. Evaluating Course Equivalency and Attributes

i. Course Equivalency

Numerous courses offered at NJ county community colleges are already pre-authorized and cataloged at the website www.njtransfer.org. Additional authorization for such courses is not required.

For courses not cataloged as described above, students shall complete and submit a course authorization form to Records and Registration. If the course has previously been reviewed and deemed equivalent, Records and Registration can approve the Course Authorization. Previously reviewed courses must be re-reviewed every five (5) years to ensure equivalency is still met or removed from the prereview list.

If the course has not been reviewed, the department chair, or their designee, who oversees the TCNJ course for which the student will be seeking credit by taking a course at another institution shall determine equivalency. The reviewer may request the student provide additional information about the other institution's course, such as the course website, the course syllabus, subject content, course textbook information, and/or instructor contact information to enable the chair to assess equivalency.

The department Chair, or their designee, shall evaluate the proposed course to ensure it meets the student learning objectives and course content of the TCNJ course. If the TCNJ course is a prerequisite for other TCNJ courses, the requested course must provide sufficient content to also serve as a prerequisite.

The Chair, or their designee, may request input from program coordinators and/or faculty responsible for teaching the TCNJ course.

If the requested course is deemed not equivalent to the TCNJ course, the chair shall provide a written response and rationale for this determination to the student.

ii. Liberal Learning Attributes

Students may meet liberal learning requirements by transferring courses to TCNJ. Students shall complete and submit a course authorization form to Records and Registration. If the course has previously been reviewed and approved for a Liberal Learning attribute, Records and Registration can approve the Course Authorization. Previously reviewed courses must be re-reviewed every five (5) years to ensure the attribute is still met or removed from the prereview list.

If the course has not been reviewed, the course shall be submitted to the Liberal Learning Program or its designee for review. The Liberal Learning Program is responsible for maintaining a website defining the process for requesting such evaluation. The reviewing body may request the student provide additional information about the other institution's course, such as the course website, the course syllabus, subject content, course textbook information, and/or instructor contact information to enable course review.

If the requested course is deemed to not contain sufficient or appropriate content for the requested liberal learning attribute, a written response and rationale for this determination shall be made to the student.

C. Appealing a Transfer Credit Decision

A transfer decision regarding a NJ AA/AS degree covered by this transfer policy may be appealed. A description of the appeal process and the necessary appeals form is available on the [Transfer Credit Appeal Process](#) page.

An equivalency or liberal learning attribute decision processed according to this policy may be appealed using the Student Complaint Policy.