

## FINAL RECOMMENDATION

### **For Increase in Transfer Credits Accepted and Decrease in Residence Requirement**

DATE:

#### **Background**

On November 3, 2021, Steering charged the Committee on Academic Programs (CAP) to review and update three policies in relation to students looking to transfer into The College of New Jersey. The charge from Steering originated in a request made by the Department of Nursing to Steering for TCNJ to revise policies for transfer students in nursing in the Professional Registered Nurse (RN) to Bachelor of Science in Nursing degree program (BSN) in order to align the transfer policies with peer institutions, thereby making the TCNJ RN to BSN program more competitive for nursing student recruitment. The Department of Nursing's specific request to Steering for their RN to BSN program consisted of:

1. Increasing the number of course units accepted from schools designated as community colleges or junior colleges from 16 course units (64 credits) to 16.5 course units (66 credits).
2. Increasing the number of course units accepted from all sources (community colleges, junior colleges, Diploma schools of nursing, and four-year institutions) from 20 course units (80 credits) to 22.5 course units (90 credits).
3. Decrease the "residency requirement" from 12 course units (48 credits) to 8 course units (32 credits), which would be 25% of the required 32 course units (128 credits) needed to obtain a TCNJ degree.

Steering expanded the charge to CAP to include a broader look at transfer policies across the institution, instead of limiting it to only the RN to BSN program. Specifically, in CAP's review of the "Undergraduate Transfer Credit" policy, the "Residence Requirements" policy, and the "Types of Majors and Minors" policy, Steering asked CAP to provide input on the following points:

1. Consider policy updates in view of both the Department of Nursing's request, and holistically consider how the current policies create barriers on transfer students across the institution.
2. Review and update the requirement in the "Types of Majors and Minors" policy that "At least fifty percent of the major must be completed at The College of New Jersey or through a prior approved course exchange program."
3. Consider whether the three policies align with similar policies at comparator institutions, and with state, accreditation, and other requirements.
4. Consider modifying the name of the "Residence Requirements" policy to better reflect the true purpose of the policy, as the term "residence" might be misinterpreted.

As a backdrop to the request from the Department of Nursing and the charge from Steering, CAP notes that the College's current strategic planning process has identified the transfer student population as an area of enrollment growth. Additionally, the New Jersey Garden State Guarantee provides financial support for students at specific income levels to attend a 4-year institution in their third and fourth year of undergraduate education, which has the potential to further increase the number of students looking to transfer to TCNJ from other institutions.

#### **Process**

At the end of the Fall 2021 semester, CAP asked Steering to consider splitting this charge into a charge specific to the RN to BSN program, and a charge looking at the transfer policies more broadly. In February 2022 Steering suggested to CAP that they could consider a temporary waiver related to the Department of Nursing for the RN to BSN program's request while the broader policy was being worked on. CAP voted to recommend granting this waiver to the Department of Nursing in March 2022, with the condition that once a broader policy is moved through the governance process that the Department of Nursing's waiver would expire and they would once again fall under the College-wide policies.

Currently, at TCNJ, the transfer credit policies stand at (percentage of TCNJ degree calculations throughout the document are based on a 32 units/128 credits TCNJ degree program):

1. 16 course units (64 credits) from community colleges and junior colleges, which is 50% of a TCNJ degree.
2. 20 course units (80 credits) from 4-year institutions, which is 62.5% of a TCNJ degree.
3. 7.5 course units (30 credits) from Diploma schools of nursing, which is 23.4% of a TCNJ degree.
4. 20 course units (80 credits) from all sources combined, with an exception for National Student Exchange and study abroad under auspices of TCNJ, which is 62.5% of a TCNJ degree.
5. At least 12 course units (48 credits) must be from TCNJ, and normally the last 32 credits are at TCNJ (but within major exceptions can be made with chair and dean approval). This is the "residency requirement" and means that 37.5% of the course units must be done at TCNJ, however with exceptions a minimum of 25% of the course units done at TCNJ is currently allowed.
6. No more than 3 course units (12 credits) of the last 8 course units (32 credits) can be taken away from TCNJ.
7. At least 50% of the major must be completed at TCNJ or through an approved course exchange.

During the AY 2021-2022, CAP reviewed transfer policies from a range of other institutions that are often circulated as peer/comparator institutions, as well as for the other NJ State Colleges, Rutgers University, and NJIT (Appendix A). CAP also reached out to a variety of stakeholder groups on campus for feedback in order to help draft the preliminary recommendation, including from Records and Registration, Admissions, Academic Leaders, Council of Deans, Faculty Senate Executive Board, Student Government Executive Board. While policies at each institution vary with regards to the number of transferable credits, the "residency requirement," and the complexity of the policy, during the development of the preliminary recommendation we noted the following:

1. Institutions that were reviewed in our analysis had different limits set for the maximum number of credits that were transferable to their degree programs. The lowest number of allowed transfer credits were ~ 50% of a degree program (e.g., Boston College for juniors, Fairfield University, St. Joseph's University, Villanova University). Out of the NJ State Colleges, Rutgers University, and NJIT, several institutions allow for 75% of the degree credits to transfer (e.g., Kean, Montclair, NJCU, Stockton, Rowan, William Paterson, and Rutgers). Ramapo College allows slightly fewer credits from a 4-year school to transfer (62.5% of their 128 credit degree program) and requires 48 credits to be done at Ramapo with the final 32 credits at Ramapo or

a Ramapo-approved program. NJIT appears to have no limit on transfer credits, but does still have a “residency requirement” of 33/120 credits completed at NJIT at the upper division level approved by the major department, meaning that 72.5% of the degree credits can transfer at NJIT.

2. For those institutions where we could find a specific number for the credits transferable from a community college, TCNJ’s acceptance of 64 credits out of the 128 credits required for a degree (50%) was well-aligned with most institutions. However, TCNJ’s acceptance of a maximum of 80 credits from 4-year institutions (or from all types of institutions combined) was lower than a number of institutions (especially within NJ) where the maximum number is much closer to 75% of the degree program.
3. When looking specifically at “residence requirements,” especially compared to other institutions within NJ, TCNJ also has a higher requirement than most. TCNJ’s “residence requirement” of 12 course units (48 credits) is 37.5% of the degree program. For the other institutions, this requirement is - Kean (32/124 credits), Montclair (30/120 credits, with final 24 at Montclair), NJCU (30 or 32/120 credits, conflicting info found on websites), NJIT (33/120 credits in upper division courses), Stockton (32/128 credits, and the 32 must be out of the final 48 credits), William Paterson (30/120 credits), Ramapo College (48 credits done at Ramapo, with final 32/128 done at Ramapo specifically), Rutgers (no more than 12 of the last 42 credits outside of Rutgers, 120 credits total). Therefore, most other institutions evaluated in the state are closer to 25% of the degree for the “residence requirement.”
4. For the percentage of courses completed within the major at the home institution, for those institutions that we could find information, 50% was aligned with other policies (e.g., Loyola University Maryland - 50% courses in major at Loyola, St Mary’s College of Maryland - 50% of credits applied to major at the college, Villanova - 50% of all major courses completed at the college). Some other institutions listed the number of credits required to be taken at their institution for the major, but not as a percentage, so this was difficult to evaluate. Still many other institutions did not have a specific policy that could be found stating what percentage of the major courses needed to be taken at the institution.

Subsequent to creating the preliminary recommendation, CAP circulated a survey to Academic Leaders, Faculty Senate, Staff Senate, Student Government, Records and Registration, Admissions, and the Council of Deans to provide feedback on the recommendation. This feedback was requested in April, 2022. Since limited feedback was provided at that time, CAP again sent out a request for feedback on the preliminary recommendation in September 2022 to each of the same groups, but also included the Transfer Friendly Committee in its feedback request. This allowed CAP to gather additional feedback to better inform the creation of the final recommendation.

The total feedback collected including Spring 2022 and Fall 2022 indicated that 27/32 respondents either strongly or mostly supported the recommendations while 5/32 respondents either mostly or strongly rejected the recommendations (with only 1 of these 5 responses strongly rejecting). A number of respondents indicated that the recommended changes would increase TCNJ’s transfer friendliness. Feedback regarding additional support for transfer students is discussed in the last section (Additional Comments from CAP) of this Final Recommendation.

## Final Recommendation

CAP reviewed the three policies according to the charge from Steering, and in light of the information collected from evaluating other peer/comparator/state institutions in addition to feedback collected on the preliminary recommendation, we make the following final recommendations:

1. CAP recommends increasing the total number of credits that can be transferred to TCNJ from all sources combined towards a degree from 80 credits (20 course units) to 96 credits (24 course units). This will more closely align TCNJ's policy with other institutions, especially those within the state of NJ, and it responds to feedback received that TCNJ taking 80 credits versus 90 credits at other institutions is a frequently cited reason for transfers from 4-year colleges deciding to go somewhere else.
2. CAP recommends that individual transfer credit caps for community colleges/junior colleges be changed to 66 credits (16.5 course units) in response to Nursing's request, and that the rule for four-year institutions is increased from 80 credits (20 units) to 96 credits (24 units) to align with the previous recommendation for the overall combined number of transfer credits from all sources.
3. CAP recommends that the transfer of a maximum of 30 credits (7.5 course units) from Diploma schools of nursing remains, as the Department of Nursing did not ask for reconsideration of this specific item of the transfer policies.
4. CAP recommends that the "residence requirement" is adjusted from 48 credits (12 course units) to 32 credits (8 course units), which aligns more closely with many other NJ state institutions. By reducing the "residence requirement" from 48 credits (12 course units), to 32 credits (8 course units), this also will align this requirement with the proposal that a maximum of 75% of the TCNJ degree credits can be transferred in as a combination from all sources.
5. CAP recommends that the requirement that at least 50% of the major courses be taken at TCNJ be modified to allow Departments to accept a higher number of courses for the major if their specific accreditation requirements allow for it. However, Departments should not require more than 50% of the major coursework to be completed at TCNJ to allow more flexibility for transfer students.
6. After review of policies at other institutions and obtaining feedback from the campus community, CAP recommends that the "Residence Requirement" policy name be nominally changed to "Undergraduate Residence Requirement." The use of "residence requirement" aligns with the policy name at the vast majority of institutions that were reviewed by CAP in our process, and the addition of "undergraduate" will make it clear to which students the policy applies as we continue to expand graduate programming on campus.
7. Based on feedback received, CAP recommends that the "Types of Majors and Minors" policy be renamed to the "Types of Undergraduate Majors and Minors" policy, for the same reasoning as stated above in recommendation 6.

### **Additional comments from CAP for consideration by Steering**

1. We have changed the use of FSP and WRI to FYS and FYW respectively in the policies.
2. There was a concern raised about not all programs having the same total number of units required (e.g., engineering). CAP does not see this as in direct conflict with increasing the number of credits transferable from all sources into the institution. Students in such programs would still have to satisfy the overall requirements of their program at the higher number of units/credits.
3. In feedback, it was suggested that the course authorization procedure described in the Undergraduate Transfer Credit policy be changed to also allow a department requiring a course to decide equivalency, and not just the department that offers the course. CAP strongly rejects this, as equivalency should be determined by domain experts, and in general a department requiring a course would not possess the domain expertise to make these judgment calls. The responsibility for determining whether a course is equivalent should remain with the offering department.
4. In some cases students may arrive at TCNJ under the new transfer policy expecting to be able to complete their degree in just two additional semesters. However, the student will still require 6-8 major courses. Based on the frequency of offerings and the very tight scheduling environment that is currently being encouraged for departments, this will likely not be realistic in many cases. Transfers arriving with 24 units will require significant resources and advising during the admissions and enrollment process to manage logistics. This process should guarantee that the transfer students are provided with a clear picture of how much longer it will take them to obtain their degree based on course offerings that will be available.
5. Feedback received suggested that accreditation minimums should be explicitly called out in the revised policies. However, there is already flexibility for departments in the policies to address the number of courses in the major required to be taken at TCNJ. Furthermore, as long as TCNJ has certified that the courses being transferred for the degree are equivalent to courses required in the degree at TCNJ, this should not impact departmental accreditation.
6. In feedback it was noted that Latin Honors requires 16 course units to be taken at TCNJ. CAP recommends that the “Graduation with Latin Honors” policy is revisited with transfer students in mind for scenarios where a student may transfer into TCNJ from another college/university with 96/128 credits already obtained.
7. The use of “Liberal Learning” throughout the documents will need to be updated given the rebranding of the “Liberal Learning” curriculum as “The Core.” However, as far as CAP is aware, guidance for how this language should be used in a consistent way across programs and policies at the College has not yet been provided. Therefore, we have not changed this language in the policies at this time.

The corresponding updated policies, (e.g., the “Undergraduate Transfer Credit” policy, the “Residence Requirements” policy, and the “Types of Majors and Minors”) have been attached as Appendices B, C, and D, respectively.

## **Appendix A – Information on transfer policies at other institutions**

Institution	Min required for degree	Max that can be transferred	"Residency" requirement
TCNJ	128 credits	64 credits from Community/junior college 80 credits from 4-year institutions 30 credits from diploma schools of nursing 80 credits from all sources combined, with an exception for National Student Exchange and study abroad under auspices of TCNJ	At least 48 credits must be from TCNJ Normally last 32 credits at TCNJ, but within the major exceptions can be made with chair and dean approval No more than 12 of the last 32 credits can be taken away from TCNJ At least 50% of major must be completed at TCNJ or through an approved course exchange
Boston College	120 credits	30 for 1st semester sophomore 45 for second semester sophomore 60 for an incoming junior	60 in residence
Bucknell University	128 semester hours (32 course "credits")	80 semester hours 8 semester hours transfer per summer	Three semesters in residence, 48 semester hours, regardless of what transferred in
Christopher Newport University		120 92 from 4-year college 66/92 from community or 2-year college	30/last 36 at CNU Last 12 in the major at CNU Minimum of 45 hours at CNU
College of William and Mary		120 No limit to number transferred	Last 60, including last two full-time semesters Min of 15 credits in major and 9 in the minor
Elon University		132 Max of 65 from 2-year institutions (also four year?) Assuming 60 since 60 must be done at Fairfield	Min of 60 done at Elon
Fairfield University		120 Fairfield	At least 60 at Fairfield Last 30 credits immediately preceding graduation earned at Fairfield
James Madison University		120 No limit to transferred units	Min of 25% credits at JMU Earn 50% of credits accepted by JMU from accredited 4-year institutions of higher ed, including JMU Attend JMU in semester of graduation 60 must be completed at Lehigh
Lehigh University		120 60 from 2-year 90 from 4-year	60 must be completed at Lehigh
Loyola University Maryland	Minimum of 40 3-, 4-, 5-credit courses AND at least 120 credits	May not transfer past beginning of junior year	At least 20 3-, 4-, 5-credit courses must be completed at Loyola Of last 20 courses, 15 must be taken at Loyola 5/last 7 courses in major and minor at Loyola At least 1/2 of courses in major and minor at Loyola
Miami University of Ohio		120 Complete min of 30 at Miami U Ohio	12 of the final 30 hours must be at Miami U Ohio
Ramapo College of NJ		128 With an AA or AS, transfer 65 Accept max of 80 credits from 4-year school	Min of 48 credits done at Ramapo Final 32 credits done at Ramapo, or Ramapo approved programs
Rutgers University		120 max 60 credits from 2-year max 90 credits from 4-year max 90 credits from combo of 2-year and 4-year once transferred, if already maxed out 2-year credits, cannot get more credits at 2-year school	No more than 12 of the last 42 credits outside of Rutgers
St Marys College of Maryland	128 (including 44 upper division 300-400 level courses)	90 credits max from regionally accredited college or university 70 credits max from a Maryland CC	At least half of credits applied to major must be completed at College For a minor, all 300 and 400 level courses must be done at college No more than half of courses applied to minor at 100 and 200 level can be transferred to college
St Josephs University		120 Up to 60 credits	60 credits residence requirement Final 30 credits must be completed at SJU
SUNY Geneseo		120 Max of 90 (only 60 from a 2-year)	Min of 30 credits 45 credits must be at or above 200-level
Truman State University	120, students must complete and pass at least 40 credits in 300-, 400-, and 500-level courses in order to meet graduation requirements for all baccalaureate degrees.	Gen ed program from other Missouri institutions is 42 credits	Students cannot transfer in coursework during last 28 credits prior to graduation without special permission Minimum of 45 credit hours in Truman courses Minimum of 15 hours of major coursework
University of Delaware		120 policy	Must complete 90 of total credits, or 30 of the last 38 credits at UDel
Milanoa University	120, though programs can vary to more than this	Max of 60 credits from other institutions	At least half of all major courses The final 30 credits of any degree
Kean University	124 credits	92 credits from combo of two and four year institutions 66 lower division credits (including all credits at 2-year colleges and any lower division credits at 4-year institutions)	Minimum of 32 credits and 50% of the Kean University major requirements (which is included in the 32 credits). The total may exceed 32 credits for some majors with large credit requirements
Montclair University	120 credits	90, based on min of 30 at Montclair	Min of 30 credits at Montclair Final 24 credits must be at Montclair and cannot be acquired through transfer For RN-BSN students may be exempted from 24 credit requirement If a student transfers in with advanced standing in the major field, they must do a minimum of 12 credits of 300/400 level courses in the major at Montclair, some may require more than this
NJCU	120 credits	~90 credits, based on the number that must be done at NJCU	At least 30 or 32 credits at NJCU (links have conflicting information)
NJIT	120 credits	No limit for transfer credits, see residency requirement Up to 64 credits from an accredited community college, or up to 96 credits from an accredited four-year school.	Transfer students must complete at least 33 credits in upper division courses approved by the department of their major study
Stockton	128 credits		32 of the final 48 credits must be earned at Stockton
Rowan	120 credits	While there is no limit to traditional course credits transferred (from an accredited college or university), see residency requirement	University policy requires a minimum of 30 credits be completed through Rowan University coursework. Depending upon the individual situation, credits will fulfill general education, major requirements, and/or electives.
William Paterson	120 credits	As of 2015: max from CC is 60 credits, max from 4-year college is 90 credits No more than half of the credits for a major will be accepted as transfer	The last 30 credits must be done at WPU

## Appendix B – Undergraduate Transfer Policy with edits

<b>Section:</b>	II.3.43	
<b>Title:</b>	Undergraduate Transfer Credit	
<b>Effective Date:</b>	November 9, 2021	
<b>Approved By:</b>	Provost	
<b>Responsible Unit:</b>	Academic Affairs (609) 771-3080; academic@tcnj.edu	
<b>Related Documents:</b>	<ul style="list-style-type: none"> <li>● Course Authorization Form</li> <li>● Types of Majors and Minors Defined</li> <li>● Residence Requirement</li> <li>● International/Domestic Exchange</li> <li>● Student Complaints</li> <li>● Undergraduate Bulletin Year of Record</li> </ul>	
<b>History:</b>		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
4.0	November 9, 2021	Revised
3.0	October 7, 2019	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 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 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
- international credits earned prior to matriculating to TCNJ must be evaluated by an evaluation agency that is a member of the National Association of Credential Evaluation Services

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 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
- courses 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**

The following define how courses are evaluated for equivalency to TCNJ courses and whether liberal learning attributes are satisfied. Note that course equivalency and liberal learning attribute designation can be separate events. A transferred course evaluated as equivalent to a TCNJ course includes any liberal learning attributes granted to the TCNJ course. However, liberal learning attributes may be granted to a transferred course even when there is no equivalent TCNJ course.

### **i. Course Equivalency**

Numerous courses offered at NJ county community colleges are already pre-authorized and cataloged at the website [www.njtransfer.org](http://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 pre-review 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 pre-review 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.

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## Appendix C – Residence Requirement policy with edits



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<b>Section:</b>	II.3.28	
<b>Title:</b>	Residence Requirement	
<b>Effective Date:</b>	March 23, 2018	
<b>Approved By:</b>	Provost	
<b>Responsible Unit:</b>	Academic Affairs (609) 771-3080; academic@tcnj.edu	
<b>Related Documents:</b>	Student Complaints Policy	
<b>History:</b>		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
2.0	March 23, 2018	Revised
1.0	August, 2004	New policy; Initial Release

### I. INTRODUCTION

This is the policy on residence requirements

### II. DEFINITIONS

N/A

### III. POLICY

To earn a bachelor's degree from The College of New Jersey, a student must take a least 12 full course units at the College. Normally, the student's last 8 course units will be taken at the College. No more than 3 of the last 8 course units may be earned away from the College. Such enrollment must be expressly approved in advance by the student's department and the Office of Records and Registration. National Student Exchange and study abroad under the auspices of The College of New Jersey meet this residence requirement.

Academic departments may require that a specific number of major courses be taken at The College of New Jersey. Academic departments also may require the student to validate major courses taken at another school.

Within the major, exceptions to the residence requirement for a student's last 8

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course units may be made by the department chair with the concurrence of the appropriate dean. If denied an exception, students may follow the formal complaints procedure outlined in the Student Complaints Policy. Regardless of exceptions granted with respect to the final 8 course units, there are no exceptions to the overall minimum that 12 of the course units for the bachelor's degree must be earned at The College of New Jersey.

<b>Section:</b>	II.3.35	
<b>Title:</b>	Types of Majors and Minors Defined (Programmatic nomenclature defined)	
<b>Effective Date:</b>	March 23, 2018	
<b>Approved By:</b>	Provost	
<b>Responsible Unit:</b>	Academic Affairs (609) 771-3080; academic@tcnj.edu	
<b>Related Documents:</b>	N/A	
<b>History:</b>		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
3.0	March 23, 2018	Revised
2.0	November, 2014	Revised
1.0	October, 2010	New policy; Initial Release

## **I. INTRODUCTION**

This policy defines types of courses in terms of the context they have within a major/program and provides nomenclature for the various types of majors and other programs. Liberal Learning requirements, based upon the type of major a student takes, are set out.

## **II. DEFINITIONS**

N/A

## **III. POLICY**

### **A. Types of Courses**

#### 1. Major Courses

Required or designated optional courses sharing either the same disciplinary prefix(s) (for disciplinary majors) or sharing the same focus from a multidisciplinary perspective (for interdisciplinary majors).

#### 2. Minor Courses

Required or designated optional courses sharing either

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the same disciplinary prefix(s) (for disciplinary minors) or sharing the same focus from a multidisciplinary perspective (for interdisciplinary minors).

3. Correlate Courses

Courses outside the programmatic discipline that are supportive of and integral to the specified disciplinary study.

4. Capstone Courses

Courses designated by the program as being the culminating experience or product of the specified disciplinary or interdisciplinary study.

5. Liberal Learning Courses

These are courses fulfilling one or more of the Liberal Learning categories. They may fulfill only liberal learning requirements, such as those with FSP or WRI prefixes, or they may be counted toward major or minor programs while at the same time fulfilling liberal learning requirements. The number of courses that may be counted for liberal learning and other categories are limited under certain circumstances (See Interdisciplinary Concentrations below).

6. Elective Courses

Any course inside or outside the major may count as an elective course. The number required is obtained by adding required courses and liberal learning courses and subtracting that number from the number of required course units (most frequently, but not always, 32 units).

## **B. Majors, Minors, Concentrations, and Specializations**

*Note: All majors and minors must go through college governance for approval. Specializations must be approved by the Dean of the school where the specialization is offered. Liberal Learning concentrations must be approved by the Liberal Learning Programming Council (LLPC).*

1. Disciplinary Majors

A disciplinary major normally consists of not fewer than eight and not more than 15 full courses sharing the same departmental course prefix(s) (or an approved cross-list prefix) with a maximum of five additional correlate courses, exclusive of any departmental requirements that also satisfy liberal learning requirements. Pre-requisite courses or proficiencies must be clearly stated and are counted as correlate courses. Each disciplinary major will have a designated capstone experience.

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Students enrolled in a disciplinary major are assigned an academic faculty advisor from the department housing that major.

## 2. Interdisciplinary Majors

An interdisciplinary major normally consists of not fewer than eight and not more than 15 full courses combined from multiple disciplines in such a way as to allow students to focus on an area of interest from multiple disciplinary perspectives. The Women's and Gender Studies and International Studies programs fall into this category. A maximum of five additional correlate courses (not in any of the identified disciplines that comprise the major), exclusive of any departmental requirements that also satisfy liberal learning requirements may be required. Prerequisite courses or proficiencies must be clearly stated and are counted as correlate courses. Each interdisciplinary major will have a designated capstone experience. Students enrolled in an interdisciplinary major are assigned an academic faculty advisor from the department or program housing that major.

## 3. Double Majors

A student may double major by completing all the requirements of each major, both of which can stand alone as a disciplinary or interdisciplinary major.

Correlate courses and liberal learning requirements may be applied to each major. A maximum of three full courses may be applied to both majors. Unless the capstone requirement carries the weight of two full courses and is approved by both major advisors, a capstone cannot apply to more than one major. A currently enrolled student who has completed the requirements for a double major will receive one degree, according to which major the student considers to be his or her first major. Liberal learning requirements are determined by the first major, and are calculated by the Option A formula.

Double majors will be noted on transcripts. Students enrolled as double majors are assigned an academic faculty advisor from each of the individual majors.

## 4. Dual Majors

Dual majors are formed when at least one program must be attached to the other to be viable. The Elementary Education, Early Childhood Education, Special Education, and Education of the Deaf and Hard-of-Hearing sequences and all secondary education programs fall into this category. Dual majors fulfill the liberal learning requirements of the first major. The liberal arts or science content discipline is considered the first major for all secondary sequences. The Education major is considered the first major for Elementary Education, Early Childhood Education, Special Education, and Education of the Deaf and Hard-of-

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Hearing sequences. Liberal learning requirements for Elementary Education, Early Childhood Education, Special Education, and Education of the Deaf and Hard-of-Hearing sequences are calculated by the Option A formula and, except for programs attached to Spanish, do not include a foreign language. Students in secondary education programs must complete liberal learning requirements in the same manner as those in the disciplinary major alone, except that in B.S. programs, students studying a foreign language not previously taken in High School need only complete it to the 102 level. Students enrolled as dual majors are assigned an academic faculty advisor from each program. In all cases, transcripts will note that students completed a dual major in the appropriate fields.

[Note: There is no state- or TCNJ]-approved secondary major; this document's reference to a dual major with secondary education as a part must be understood as classifying secondary education as an 'attached' program, and not as a stand-alone approved major.

#### 5. Self-Designed Majors

The self-designed major enables students with exceptional drive and creativity to gain major credit for a course of study that cannot be accommodated by existing degree programs. This is particularly attractive for students who are prepared to undertake extensive work in interdisciplinary areas such as biochemistry, cognitive science, environmental studies, political economy, and religious studies. However, it may also afford opportunities for in-depth studies in a single discipline, such as a language in which TCNJ does not offer a major.

To be eligible for consideration, students must have at least a 3.0 GPA and submit a proposal to the Interdisciplinary Studies Committee no later than the beginning of their junior year. The major proposed should consist of not fewer than twelve courses. No more than four of the courses may be completed at other institutions. No more than three of the courses may be conducted as Independent Studies. At least half of the courses must be at the 300-400 level. The proposed courses must include a senior capstone project that serves as a means of unifying the major. Students completing self- designed majors must have two sponsoring faculty advisors chosen from departments whose courses are included in the program. Such majors are noted on students' transcripts.

#### 6. Minors

An academic minor is an optional secondary field of study pursued while completing an undergraduate major. Typically, minors complement an academic major in some manner, but such is not required. Minor

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requirements and options are specifically designated and consist of five full courses (or four full courses plus an approved experience), of which a minimum of two courses must be at the 300- 400 level. Minors are housed within a single academic unit. Interdisciplinary minors consist of courses combined from multiple disciplines in such a way as to allow students to focus on an area of interest from multiple disciplinary perspectives.

Only one course taken as a part of the student's major may also be counted toward the student's minor; however, in the case of dual majors, two courses may count toward the minor. Correlate courses to the major may be applied freely to the minor. Multiple minors may overlap by only one course. One-half of the courses required for the minor must be completed at TCNJ or through a prior approved course exchange program. Minors will be recorded along with majors on the student's transcript.

## 7. Interdisciplinary Concentrations

Interdisciplinary Concentrations provide a focused means of completing the liberal learning breadth requirement. They consist of a minimum of six courses addressing a common theme, similar in that sense to major or minor programs. They are different, however, in that courses comprising particular concentrations must include at least two of the three broad sectors of human inquiry—arts and humanities, social science and history, and natural science and quantitative reasoning. Students must take at least six courses, of which no more than four may be in the same broad sector. When an interdisciplinary concentration does not include two courses from each broad sector, additional courses, as necessary, from the appropriate sectors must be completed. Two additional qualifications apply: Every student must complete at least one course each in quantitative reasoning and natural science with laboratory, and when additional courses are required from the same sector, students must select courses with different prefixes. Two courses can be counted between an Interdisciplinary Concentration and a Major, and one course can be counted between an Interdisciplinary Concentration and a Minor. Designated interdisciplinary concentrations can be found at the [Liberal Learning website](#). Self-designed interdisciplinary concentrations are possible using a process similar to that of the self-designed major. Interdisciplinary concentrations are noted on students' transcripts.

## 8. Specializations

Specializations are subdivisions within a major or minor. They consist of a set of courses outside the common core of a major that a student

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must complete in order to fulfill a specific area of study within that major. There is no specified number of courses required for a specialization.

### **C. Declaring Majors, Minors, Concentrations, and Specializations**

#### **1. Declaration of Major**

Students may declare majors at any time prior to the completion of 16 course units if they have reached a decision and program entrance requirements are met. However, after earning 16 course units, students are required to declare a major by registering with the chair of the chosen department or program area. Upon declaration the chair gives written notice to the Office of Records and Registration and assigns the student an advisor within the major. Students proceed according to the requirements as stated in the Undergraduate Bulletin in effect at the time of their formal declaration. If changing majors, students must meet any new requirements as stated in the Undergraduate Bulletin in effect at the time of the change. Only enrolled degree-seeking students may declare majors, and any such declarations or changes are subject to approval by the program administrator. At least fifty percent of the major must be completed at The College of New Jersey or through a prior approved course exchange program. If a major is changed, the new major(s) must be officially declared before the deadline for applying for graduation in a given term. The Office of Records and Registration maintains a schedule of dates where major change requests may be submitted. Please refer to the Records and Registration academic calendar for the appropriate dates for each term.

#### **2. Declaration of Minor**

Students eligible to declare majors may also declare minors in those disciplines where minors have been established. Students declare minors by registering with the chair of the chosen department or program area. The chair gives written notice to the Office of Records and Registration.

Students proceed according to the requirements as stated in the Undergraduate Bulletin in effect at the time of their formal declaration. Students are responsible for knowing their minor requirements and for completing them. Minors not complete at the time of the student's graduation will be dropped from the student's record. Minors must be officially declared before the deadline for applying for graduation in a given term.

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3. Declaration of Interdisciplinary Concentration

Students intending to complete an interdisciplinary concentration must obtain signatures from their major advisor(s) and one of the faculty sponsors of the concentration on the [Interdisciplinary Concentration Form](#) or at the Office of Records and Registration where it must be submitted.

4. Declaration of a Specialization

The availability and nature of specializations vary from department to department. Declaration is by departmental advisement.

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