

## ***TRANSFER CREDIT POLICIES***

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[http://www.njcu.edu/uploadedFiles/Academics\\_Wireframe/Catalogs/undergrad%20catalog.pdf](http://www.njcu.edu/uploadedFiles/Academics_Wireframe/Catalogs/undergrad%20catalog.pdf)

### ***Admission for Full-Time and Part-Time Transfer Students (NJCU UG Catalog, p. 17)***

Each year, New Jersey City University accepts a number of transfer students from two-year and four-year institutions. Students interested in transferring to New Jersey City University as a full-time or part-time student should file their applications by April 1 for the upcoming fall semester and November 1 for the subsequent spring semester in order to meet the priority deadlines. These dates are subject to extension at the discretion of the Admissions Office.

Full-time and part-time transfer students are required, at the time when they apply for admission to New Jersey City University, to present the official transcripts from each accredited institution previously attended, showing cumulative grade point average (CGPA). Transfer applicants submitting fewer than 12 semester hours of acceptable credits are required to submit an official high school transcript along with scores from the SAT or ACT;

The transcripts of students admitted to New Jersey City University as transfer students, either for full-time or part-time study, will be evaluated by the University Advisement Center for application toward the Bachelor of Arts, Bachelor of Science, or other undergraduate degree. Transfer credits will be granted for courses carrying a letter grade of "C" or better and applicable to the student's degree requirements.

In accordance with the New Jersey Statewide Transfer Agreement (2007), New Jersey City University provides transfer students the opportunity for seamless transfer of credits from completed Associated in Arts (A.A.) and Associated in Science (A.S.) degrees from New Jersey community colleges, thereby satisfying the University's general education requirements up to a maximum of 64–66 credits, or half the required 128 credits for graduation.

A student may be required to take more than half of the credits necessary for graduation at the University if entrance into required courses at the University requires prerequisite courses that the student has not yet completed at the community college. Students holding A.A. or A.S. degrees will enter the University as Juniors upon admission and will have completed all General Studies Program requirements at the University. All remaining major program and other course requirements must be completed at New Jersey City University.

Students holding A.A. or A.S. degrees from accredited colleges outside of New Jersey, and students holding Associated in Applied Science (A.A.S.) degrees, who transfer to New Jersey City University will have their transcripts evaluated on a course-by-course basis.

In order to receive transfer credits, courses must correspond to New Jersey City University course equivalencies, and must carry a letter grade of "C" or better (a numerical grade of 2.0 on a scale of 4.0). A maximum of 66 credits is transferable. Nurses applying for admission to degree study must submit transcripts from their nursing school records and/or study at any other college. Students applying to the Accelerated Bachelor of Science in Nursing program must have already completed their bachelor's degrees.

All final, official transcripts from previously attended institutions must be submitted no later than October 15 for fall applicants and February 28 for spring applicants.

### ***Appeals of Transfer Evaluations (NJCU UG Catalog, p. 17)***

In accordance with the Comprehensive Statewide Transfer Agreement (hereafter known as the "Agreement"), transfer students at New Jersey City University can appeal decisions that they believe are not consistent with the Agreement.

The Agreement and accompanying appeals procedure are not intended to initiate a request for course substitutions.

Students wishing to make such a request should file a "Request to Substitute General Studies

Area Requirements" form with the Office of the Dean of the College of Arts and Sciences, Karnoutsos Hall, Rm. 605.

The full text of the Comprehensive Statewide Transfer Agreement, dated 9/22/08, is available at the Transfer Resource Center website, [http://www.njcu.edu/academics/advice\\_trcenter.asp](http://www.njcu.edu/academics/advice_trcenter.asp).

Appeals Procedure:

1. Appeals must include a statement that describes the detailed basis of the appeal and all supporting documentation to verify course credit and placement;
2. The transfer student must file a written complaint with the Director of University Advisement Center within thirty (30) days of any evaluation decision with which the student is not in agreement to the following email address: [jduff@njcu.edu](mailto:jduff@njcu.edu);
3. Upon receipt of the Director's decision, which is due to the student within fifteen (15) days of receipt, the student may appeal directly to the Vice President for Academic Affairs within ten (10) days. The Vice President's decision is final and is due to the student within ten (10) days of receipt;

4. All decisions will be communicated to the student via the student's NJCU email address and mailing address, which requires the student to establish a GothicNet ID and maintain a current, up-to-date mailing address prior to submitting this form.

***Advanced Standing for Transfer Credit or Credit by Examination*** (NJCU UG Catalog, p. 30)

A student entering New Jersey City University may be granted advanced standing on the basis of either credit for study at another accredited institution or credit by examination. Transfer credits from another accredited institution validated by a complete, official transcript(s) and carrying the letter grade "C" or higher are applied to the General Studies Program requirements and area electives. Courses must be equivalent to those offered at New Jersey City University and applicable to the student's degree program. Remedial and basic skills courses are not awarded transfer credit. Generally, transfer students are expected to complete the requirements within their major program at New Jersey City University. An academic department or an interdepartmental committee offering a major in a degree program, upon the recommendation of a student's advisor, may approve the application of some transfer credits to the requirements of the major.

The Transfer Counselor(s) in the University Advisement Center evaluates transcripts submitted by entering students and determines whether transfer credits will be granted and applied toward General Studies Program requirements and area electives. A written evaluation is sent to the student and the major program department.

Graduates of A.A. or A.S. degree programs at accredited two-year and four-year colleges in the State of New Jersey who earned a cumulative grade point average of at least a 2.0 (on a scale of 4.0), can transfer a block of credits, up to a maximum of 66 credits, to New Jersey City University, thereby satisfying the University's General Studies Program requirements.

***Types of Credit by Examination*** (NJCU UG Catalog, p. 31)

Students interested in earning credit by examination should contact the University Advisement Center, Vodra Hall, Rm. 101, for more details.

**ADVANCED PLACEMENT  
EXAMINATION**

College-level courses completed in high school and classified as Advance Placement courses may be evaluated through special subject examinations administered by the College Entrance Examination Board. New Jersey City University grants college credits in relevant courses or areas of study to students who earn grades of three or higher on Advanced Placement Examinations.

**COLLEGE-LEVEL EXAMINATION  
PROGRAM (CLEP)**

New Jersey City University grants college credits for scores on the CLEP Examinations at or above the 50th percentile. For CLEP credits presented after a student's enrollment at New Jersey City University, the following rules apply:

1. Credits earned two semesters or more prior to the student's graduation must be presented for evaluation no later than seven months prior to the graduation;
2. Credits earned the semester prior to the semester of the student's graduation must be presented for evaluation within four weeks of the availability of the grades and scores to the student;
3. In cases where credits earned during the semester in which the student plans to graduate are not available for evaluation in time for that semester's graduation, granting of the diploma will be delayed until the credits are evaluated.

**NEW YORK UNIVERSITY PROFICIENCY TEST AND FOREIGN LANGUAGES EXAMINATIONS (NYU)**

The Transfer Evaluator in the University Advisement Center evaluates scores from New York University examinations submitted by new and continuing students at the University. Students should have official copies of the NYU scores sent to the University Advisement Center, Vodra Hall, Rm. 101. A written evaluation will be issued to the student by the Center. All students seeking credit for NYU examinations should consult the Center or their major academic advisor before registering for the examination in order to avoid duplication of credit for courses at New Jersey City University or transfer credit already granted.

**DEPARTMENTAL EXAMINATIONS**

At the option of a department, and with prior approval of the appropriate Dean, students may be granted advanced standing and college credits on the basis of examinations created or selected and administered by the department concerned. Upon completion of these examinations, the chairperson of the department administering the examination recommends the specific course(s) to be waived and the amount of credit to be granted.

**UNITED STATES ARMED FORCES INSTITUTE (USAFI) TESTS**

Credits may be granted for the successful completion of USAFI courses validated by subject standardized test scores showing a rating in the 50th percentile or above. For transcripts, students write to:

Prometric

ATTN: DSST/CLEP Transcripts

1260 Energy Lane

St. Paul, MN 55108  
Toll Free 877-471-9860  
Phone 651-603-3012

Completed forms can be forwarded to the mailing address above, faxed to 651-603- 3008, or scanned and emailed to PNJ-DANTES@prometric.com. The order form can be obtained at [http://www.collegeboard.com/prod\\_downloads/student/testing/clep/clep-military-transcript-order-form.pdf](http://www.collegeboard.com/prod_downloads/student/testing/clep/clep-military-transcript-order-form.pdf)

### ***Associate in Arts (A.A.) and Associate in Science (A.S.) Degrees*** (NJCU UG Catalog, p. 31)

Graduates of A.A. or A.S. degree programs at accredited two-year and four-year colleges in the State of New Jersey who earned a cumulative grade point average of at least a 2.0 on a scale of 4.0, can transfer a block of credits, up to a maximum of 66, to New Jersey City University, thereby satisfying the University's General Studies Program. Students entering New Jersey City University with suitable A.A. or A.S. degrees are considered to be Juniors upon enrolling for classes.

### ***Associate in Applied Science (A.A.S.) Degree*** (NJCU UG Catalog, p. 31)

Programs leading to the Associate in Applied Science (A.A.S.) degree are generally classified as terminal, vocational programs. The transcripts of students transferring to New Jersey City University with A.A.S. degrees from accredited two-year and four-year colleges are evaluated on a course-by-course basis, with transfer-credit awarded only for those courses with directly equivalent courses offered at New Jersey City University. A maximum of 66 credits may be applied to New Jersey City University degree requirements, assuming a minimum grade of "C" for all such accepted credits. Graduates of A.A.S. degree programs at accredited two-year and four-year colleges in the State of New Jersey must complete New Jersey City University's General Studies Program and are not granted transfer of a block of credits that satisfies the University's General Studies Program requirements.

### ***Courses at Other Institutions*** (NJCU UG Catalog, p. 32)

New Jersey City University students wishing to take courses at other institutions must first obtain permission, in the form of a signed waiver, prior to taking the desired courses. Waiver forms are available at the University Advisement Center, Vodra Hall, Rm. 101. Waivers for courses under way or previously taken at other institutions will not be granted. Waivers are not granted for courses equivalent to courses simultaneously offered at New Jersey City University.

Students wishing to substitute a course from another institution for a General Studies Program requirement or elective must submit Application for Waiver of General Studies Requirement forms for evaluation and approval to their advisors and the Dean of William J. Maxwell College of Arts and Sciences. Students must then bring the signed waiver forms to the Transfer Resource Center, University Advisement Center, Vodra Hall, Rm. 101. Waivers for courses under way or previously taken at other institutions will not be granted. Waivers are not granted for courses equivalent to courses simultaneously offered at New Jersey City University.

Students wishing to substitute courses from other institutions for requirements or electives in their major programs must submit Waiver of Major Requirement forms for evaluation and approval to their advisors and major department chairpersons to the Transfer Resource Center, University Advisement Center, Vodra Hall, Rm. 101. Waivers for courses under way or previously taken at other institutions will not be granted. Waivers are not granted for courses equivalent to courses simultaneously offered at New Jersey City University.

In all cases, students will receive transfer credit for courses taken at other institutions in which they earn grades of "C" (2.0) or better.

Students matriculated at New Jersey City University cannot receive financial aid as visiting students at other schools. However, students should check with the financial aid office of the schools they are visiting to determine whether there exist consortium agreements with New Jersey City University, for purposes of enrollment there. Such agreements must be reviewed and processed by the financial aid offices at each school. Supporting statements indicating that the course(s) will be credited toward a student's degree requirements must also be submitted.

### ***Course Waivers*** (NJCU UG Catalog, p. 32)

Students wishing to substitute non-General Studies Program courses for General Studies Program requirements or electives must submit Application for Waiver of General Studies Requirement forms for evaluation and approval to their advisors and the Dean of William J. Maxwell College of Arts and Sciences. Students must then bring the signed waiver forms to the Transfer Resource Center, University Advisement Center, Vodra Hall, Rm. 101.

Students wishing to substitute New Jersey City University courses for requirements or electives in their major programs must submit a Waiver of Major Requirement forms for evaluation and approval to their advisors and major department chairperson. Students must then bring the signed waiver forms to the Transfer Resource Center, University Advisement Center, Vodra Hall, Rm. 101.

***Residency Requirement*** (NJCU UG Catalog, p. 32)

All students, including those granted advanced standing due to credits transferred from other institutions or granted credits by examination must complete a minimum of 32 credits at New Jersey City University.

***Transfer Resource Center*** (NJCU UG Catalog, p. 33)

The Transfer Resource Center (TRC) is a place for students who transfer credit to inquire about and receive referrals to the academic and support services provided on and off-campus. The TRC provides the following services:

Transfer Credit Evaluation

Academic Advisement

Transfer Mentor Program

The TRC evaluates transfer credits for undergraduate students. Transfer credits from regionally accredited institutions in the United States, validated by complete official transcripts and carrying a grade of “C” or higher, will be appropriately applied toward General Studies Program requirements, degree program requirements, and electives. Courses transferred must be equivalent to courses offered at New Jersey City University and applicable to the student’s program. Remedial and basic skills courses are not awarded transfer credit. Students who completed A.A. or A.S. degrees at colleges or universities in the State of New Jersey are waived from General Studies Program requirements.

For additional information, contact the Transfer Evaluator at 201-200-3395.

***Educational Opportunity Fund (EOF) Program*** (NJCU UG Catalog, p. 50)

The Educational Opportunity Fund (EOF) Program, known at New Jersey City University as the Opportunity Scholarship Program (OSP), was made possible by the New Jersey Educational Act of 1968. The intent of the Act was to support the creation of programs to attract students from financially disadvantaged backgrounds who have scholastic potential, but who may not meet traditional admissions criteria set by the institution.

Students accepted into the Program are provided with a wide range of supportive services aimed at addressing their cognitive and affective needs.

**REQUIREMENTS FOR UNDERGRADUATE ELIGIBILITY**

**Transfer Students**

Transfer students are eligible for OSP if they were enrolled in a New Jersey EOF Program at their previous college, received a “C+” or higher cumulative grade point average (CGPA) at that college and are still financially eligible to receive EOF at New Jersey City University. Students interested should contact the OSP Office at 201-200-3355.