

STOCKTON UNIVERSITY



PROCEDURE

Undergraduate Transfer Credit

Procedure Administrator: Provost

Authority: N.J.S.A. 18A:64-8

Effective Date: January 17, 1977, November 2, 1977, June 23, 2010; July 8, 2014; May 24, 2018; August 10, 2023

Index Cross-References:

Procedure File Number: 2032

Approved By: Dr. Joe Bertolino, President

I. PURPOSE:

To provide guidelines and procedures related to the awarding of Stockton credit for past education and learning experiences.

II. PROCEDURE:

UNDERGRADUATE TRANSFER CREDIT PROCEDURES

Transfer students must meet the same overall academic standards and requirements as students who enter Stockton as first-year students. Acceptance of credits in transfer does not guarantee that those credits will be applicable to the degree program chosen by the student. Once the transfer credits are reviewed, accepted, and applied to the student's record, the transfer credits will not be removed from the student's record. The Office of the Registrar, the Center for Academic Advising and the preceptor evaluate credits with regard to both acceptability and applicability. Only official transcripts, and official score reports shall be used for this review.

To be accepted in transfer, courses must have been taken at a regionally accredited institution, must have been completed within the last 20 years, must have been taken for a letter grade and the grade earned must be a C or higher (where the C grade has the numerical equivalent of at least 2.0 on a 4.0-point scale). Stockton University accepts the transfer of credits earned on the basis of course equivalency, which is the determination that a course taken at another college or university is comparable to a course offered by Stockton in terms of objectives, learning outcomes, and educational level. Non-equivalent courses may also be accepted and count as earned credits toward graduation.

All transfer courses must consist of college-level coursework and must be the substantial equivalent of a course offered at Stockton. Grades from transfer courses

are not used to calculate the Stockton grade-point average, only the course credits transfer. When a transfer course does not have the same credit value as its closest Stockton equivalent course, the course may still be used to fulfill a specific degree or program requirement. All aggregate credit requirements must be met. The University evaluates courses on a case-by-case basis.

A maximum of 96 credits per degree may be accepted in transfer from regionally accredited four-year colleges and universities. The Provost, or the Provost's designee, may authorize non-regionally accredited formal course work for transfer upon review of relevant transcripts and other supportive materials, and only with the positive written recommendation of the student's program chair and the school dean. Such credits, if granted, are only to be used for program requirements.

Stockton's academic programs may require additional alignment, accepting credits earned toward overall totals needed, but not necessarily for meeting specific graduation requirements. For this reason, courses such as professional education, practicums, internships, and fieldwork courses taken at other institutions may require additional review and evaluation. Some programs may specify a shorter time limit on the eligibility for transfer of certain courses.

Transfer from Two-Year Colleges

A maximum of 64 credits may be transferred from regionally accredited two-year colleges. For additional Stockton degrees and certifications, exceptions to this limit must follow the Transfer Credit after Matriculation process.

Transfer of Graduates from a New Jersey County/Community Colleges

Stockton participates in the "Transfer Articulation Principles for New Jersey Colleges and Universities," the Lampitt Law (2008), and has endorsed the General Education Foundation for A.A. and A.S. Transfer Programs in New Jersey's Community Colleges. The same consideration is applicable to county/community colleges in other states, provided that they are regionally accredited. Thus, a graduate of an approved transfer program of a county/community college or of the associate degree program of Thomas Edison State University is granted the full amount of the minimum total number of credits required for graduation in that degree program, up to a maximum of 64 credits. Consequently, courses that ordinarily would not transfer (e.g., those with grades of C minus or D, or physical education courses) are allowed in transfer as part of the A.A. or A.S. degree. However, minimum grades for specific Stockton requirements still must be met. Acceptance of credits in transfer does not guarantee that those credits will be applicable to the program chosen by the student. In cases where the degree is granted for fewer than 64 credits, only that number will be awarded in transfer.

To be eligible for such "full faith and credit," a student must have earned an Associate in Arts or Science Degree in an approved transfer program offered at Stockton. If Stockton credits are used to earn the A.A. or A.S. degree, such credits are subtracted from the maximum allowable under the "full faith and credit" agreement.

Stockton generally regards the Associate in Applied Science (A.A.S.) degree as a terminal technical or professional degree and does not transfer it in its entirety unless Stockton offers the same program at the baccalaureate level or an articulation agreement outlines transferability. Instead, the credits are reviewed on a course-by-course basis.

Transfer of International Credits

Credits from colleges and universities outside the United States must be equated to those at regionally accredited U.S. colleges and universities. It shall be the responsibility of the student applicant to furnish the University with an original certified copy of an evaluation of the international credits performed by World Educational Services, or an equivalent service approved by the Office of the Registrar. The acceptability of credits is governed by the same principles stated above.

Transfer to the Upper-Division Bachelor of Science in Nursing

A maximum of 66 credits is allowed in transfer from a regionally accredited two-year college when the student has earned an associate degree and been accepted for matriculation in Stockton's upper division Bachelor of Science in Nursing program.

Transfer Credit after Matriculation

Once a student has matriculated at Stockton, credits from other institutions will only be awarded if permission is granted prior to registration. Such permission must be approved by the student's assigned preceptor, degree program chair, the Center for Academic Advising and, in the case of international course work and service-learning opportunities, the Office of Global Engagement. Such permission will not be granted for any student who has lower than a 2.00 cumulative average at Stockton, for any student who proposes to take a course for which they have previously received a grade of lower than C at Stockton, for any student who has 96 earned credits, nor for any student who has 64 earned credits and proposes to take courses at a two-year institution. Moreover, approvals to take courses elsewhere in the summer must be obtained prior to the opening of Stockton's Summer sessions. The policies governing acceptability of credits are the same as stated above and are subject to the residency requirements stated in the graduation requirements procedure.

Other Course Work

Approved articulated partnership programs (such as approved Stockton Study Abroad programs, external dual-degree programs, or the Washington Internship Program) are listed on the Stockton transcript as transfer credits.

International Baccalaureate Program

The University awards transfer credits for examinations completed on the basis of course work taken in the International Baccalaureate (IB) Diploma Program. IB Diploma holders may receive up to 44 credits in transfer; those not holding the diploma may receive up to 40 credits, evaluated on a course-by-course basis. In no case will any student receive Stockton credit for examination grades of less than 5 (or essay grades of less than "C").

CREDITS BY EXAMINATION AND/OR EXPERIENCE

Advanced Placement Program

Through participation in the Advanced Placement program of the College Entrance Examination Board, a student may be awarded AP credits from high school. Variable credits will be granted at the first-year/sophomore level for each advanced placement examination for which a grade of 3 or higher is achieved. Exceptions are in Biology, Calculus and Chemistry, for which a grade of 4 or higher is required. The appropriate General Studies or program faculty determines the application of these credits to a specific University or program requirement and the Office of Student Records will update the student's record with the course equivalent. A listing of courses and their equivalencies is located on the Stockton website, keyword search "AP scores".

Stockton Credit-by-Examination Program

See Procedure 2021.

STANDARDIZED COLLEGE-LEVEL EQUIVALENCY EXAMINATIONS College Level Examination Program (CLEP)

As of July 1, 2001, CLEP Examinations became available only in a computerized format, and the tests were revised. CLEP Exams taken after this date and in the new format are reviewed as follows:

- Stockton awards credit for CLEP Exams if the student achieves a minimum score of 50. The number of credits will be granted according to the same credit value as the equivalent course at Stockton. Some CLEP Exams are designed to cover more than one semester of work.
- A list of all CLEP Exams along with sample test questions is available via the College Board website.
- A list of CLEP Exams and their Stockton course equivalents is available in the Center for Academic Advising and on the Stockton website. Additional credits may be approved by the program faculty of the pertinent degree program if students have scores higher than 50 and if the work completed covers more than one semester.
- No more than 32 credits will be accepted in Advanced Placement (AP) credit, CLEP creditor any combination thereof. Since not all subject examinations are

acceptable for credit at Stockton, the student is urged to contact the Center for Academic Advising for assistance on all questions related to CLEP credits.

- Once a student has matriculated at Stockton, CLEP credits will only be awarded if permission is granted prior to testing. Such permission must be approved by the student's assigned preceptor, the degree program chair, and the Center for Academic Advising. A link to the form is located on the Academic Advising website.

Thomas Edison Credit-by-Examination Program

Stockton accepts as transfer credits those that are earned through the Thomas Edison Credit-by-Examination Program (TECEP). For each TECEP examination, a study guide is prepared that outlines in detail the content of the examination and gives suggestions for effective preparation. Study guides are available from:

Thomas Edison State University
Registrar
101 West State Street
Trenton, NJ 08608-1176

Information on the specific TECEP examinations accepted at Stockton is available at the Center for Academic Advising and on the Stockton website.

CREDIT FOR NONTRADITIONAL EXPERIENTIAL LEARNING

In addition to credit that may be earned through the examination programs listed above, there are other methods of verifying and measuring educational experience.

- Credits may be earned through the United States Armed Forces Institute (USAFI) Subject Standardized tests prior to their discontinuation in 1974, the Defense Activity for Non-Traditional Education Support (DANTES) tests since 1974, and Defense Language Institute (DLI) tests. The DD295 form is evaluated to verify successful completion of course requirements.
- Credit for military training or course work that has been evaluated by the American Council of Education is reviewed by the University on a course-by-course basis.
- Students with non-baccalaureate professional work may submit transcripts and course descriptions of that work to the Center for Academic Advising where they are evaluated rigorously. Such credit is awarded only if it is applicable to the student's program of studies and is recommended by the student's program chair.
- Credit for prior college-level learning can be determined through the Thomas Edison State University examination program or its portfolio assessment program.

APPEAL PROCESS

A student who wishes to appeal a decision regarding the acceptance of credits by examination and/or experience must file a written appeal to the Office of the Registrar within 30 days of receiving the decision in question. A decision will be provided to the student within 60 days of receipt of the appeal, and this decision is final. For students who appeal under the conditions of the State-Wide Agreement, the relevant community college will be informed of the nature of the appeal and the decision.

Review History:

	Date
Procedure Administrator	06/28/2022
Deans	08/05/2022
Faculty Senate	05/19/2023
AA Leadership	08/19/2022
Divisional Executive	06/22/2023
General Counsel	07/06/2023
Cabinet	08/10/2023
President	08/10/2023