

# STOCKTON UNIVERSITY



## PROCEDURE

### Undergraduate Transfer Credit

Procedure Administrator: Provost and Vice President for Academic Affairs

Authority:

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

Index Cross-References:

Procedure File Number: 2032

Approved By: Harvey Kesselman, 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**

Acceptance of credits in transfer does not guarantee that those credits will be applicable to the degree program chosen by the student. 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. Transfer students must meet the same overall academic standards and requirements as students who enter Stockton as first-year students.

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. The University evaluates such courses on a case-by-case basis.

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. A maximum of 96 credits per degree may be accepted in transfer from regionally accredited four-year colleges and universities.

Stockton programs may place further restrictions on the acceptance of credits in order to maintain the integrity of Stockton's degree programs. For this reason, courses such as professional education, practica, internships and fieldwork courses taken at other institutions may not transfer. Some programs may specify that certain courses be completed more recently than 20 years ago.

### **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" 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's degree program of Thomas Edison State College 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. In this way, courses that ordinarily would not transfer (e.g., those with grades below a C, 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. 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 making application to Stockton to furnish the University with an original certified copy of an evaluation of his/her 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's 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, the degree program coordinator, 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 or for any student who proposes to take a course for which he/she has previously received a grade of lower than C at Stockton. 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 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 freshman/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 application of these credits to a specific University or program requirement.

### **Stockton Credit-by-Examination Program**

A student may elect the University's Credit-by-Examination program in subjects that are a part of the University's regularly scheduled course offerings rather than proceed through the standard instructional modes in which the subjects are taught. By successful performance on examinations a student may receive Stockton credits for demonstrated academic achievement. The amount of credit to be earned by successful performance on each examination shall be specified by the college examiner in advance of any examination for credit.

- A student must register for a credit examination with the college examiner in which the course is located. After a student registers for credit-by-examination in a particular

course, the examination must be taken by the end of the term in which the student registered for the exam.

- Only matriculated students are eligible for a credit examination.
- A student taking a credit examination is required to pay full course costs prior to taking the examination.
- Grades recorded on student transcripts are A, A-, B+, B, B-, C+, C, C-, D+, D or D- or P, depending on the grading system selected by a student before the credit examination. Credits earned by examination are so identified on student transcripts. Unsuccessful attempts at credit-by-examination are not recorded on student transcripts.
- A student may attempt only once to obtain credit-by-examination in a specific course.

The college examiner reviews applications for the Credit-by-Examination program and approves or disapproves them based on applicability to Stockton degrees, approval of the student's preparation for examination, and ability of the University to construct and evaluate appropriate examinations. Students must be in good academic standing to attempt credit-by-examination. For further information about credit-by-examination, students may contact the Center for Academic Advising.

## **STANDARDIZED COLLEGE-LEVEL EQUIVALENCY EXAMINATIONS**

### **College Level Examination Program (CLEP)**

- 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 equivalencies 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.

### **Thomas Edison College Examination Program**

Stockton accepts as transfer credits those that are earned through the Thomas Edison College 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 College  
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 major methods of verifying and measuring educational experience.

- Credit for military training, course work, DSST exams (formerly DANTES), Defense Language Institute (DLI) exams and corporate training that have been evaluated by the American Council of Education (ACE) will be reviewed by the University on a course-by-course basis upon submission of an ACE transcript.
- Students with other 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 coordinator.
- Credit for prior college-level learning can be determined through the Thomas Edison State College 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 with the Academic Appeals Board at [academic.appeals@stockton.edu](mailto:academic.appeals@stockton.edu). Such an appeal must be submitted by the student within 30 days of receiving the decision in question. The Academic Appeals Board will provide a decision 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
Faculty Senate	4/17/18
Provost's Council	5/15/18
Provost	5/23/18
President	5/24/18