

This outline provides a definition of a course unit at TCNJ and folds several standing policies related to transfer credit into one comprehensive guideline inclusive of: Advanced Placement, Advanced Standing, CLEP, Community College equivalents, Course Authorization, Enrollment at Other Colleges, International Baccalaureate, Military Service and Dantes, and NJ Transfer.

## **Course Unit Definition**

The College of New Jersey (TCNJ) is on a course unit system. The typical undergraduate degree program at the College is 32 course units (with the exception of Engineering and Accountancy). A recommended academic load for the majority of students during the traditional Fall and Spring semester would be four course units over eight semesters. A course unit equals four (4) credit hours which represents the equivalent of four hours of weekly instruction and eight hours of weekly study over a traditional 15 week semester. For transferability, TCNJ will transfer in courses based on this same formula, i.e., a 3 credit hour course will equal .75 course units. Acceptance of transfer course units/credits does not guarantee that those course units/credits will apply directly to a student's chosen program of study. When a transfer course does not have the same credit value as a TCNJ equivalent course, the course may still be used to fulfill a specific degree or program requirement. However, a student may need to complete additional course work in order to fulfill TCNJ's over all course unit count required for the completion of a degree program (also see Transfer Credit Policy).

The Office of Records and Registration in consultation with the Academic Departments evaluate course units/credits with regard to acceptability and applicability. Only official transcripts (electronic transmission recommended), official score reports, and official evaluations of foreign credits will be used for this review. Courses must be college level and have

been taken at a regionally accredited institution for a letter grade; a grade of 'C' or higher must have been earned. Grades from transfer credit are not calculated in TCNJ's grade point average and a generic grade of 'T' (Transfer Grade) will display on TCNJ's official transcript. Academic departments may impose further restrictions on the acceptance of transfer credits in order to maintain the integrity of The College of New Jersey degree.

### **Evaluation of Transfer Credit upon initial matriculation to TCNJ**

The maximum number of courses taken in transfer from schools designated as community colleges or junior colleges will not exceed 16 course units (64 credits) with the following exception. Students are permitted to transfer all credit required to complete an AA/AS degree program but the maximum number of credits may not exceed one-half of the credits required to complete the TCNJ corresponding degree program.

The maximum number of courses transferred from all sources will not exceed 20 course units (80 semester hours).

### **Transfer Credit for Graduates from a New Jersey County/Community College**

TCNJ 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.

Pursuant to the articulation principles, a graduate of an approved transfer program from a New Jersey county/community 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 16 units/64 credits. Courses that ordinarily would not transfer (e.g. grades of C minus or D or Basic Skills courses) are allowed to transfer as part of the A.A. or A.S. degree. However, minimum grades for specific TCNJ requirements must be met. Acceptance

of transfer credits does not guarantee that those credits will be applicable to the student's TCNJ program. In cases where the degree is granted for fewer than 16 units/64 credits, only that number will be awarded in transfer.

TCNJ regards the Associate of Applied Science (A.A.S.) degree as a terminal technical or professional degree and does not transfer credits earned in their entirety. Credits from A.A.S. programs will be reviewed on a course-by-course basis. A copy of the legislation on the transfer articulation principles may be obtained by contacting the Office of Record and Registration.

### **Course Authorization**

Once a student is matriculated into a program at TCNJ course units may be taken at another institution provided these course units comply with and pursuant to the Transfer Credit Policies outlined above. Therefore, it is highly recommended that all students currently enrolled at TCNJ receive permission from the Office of Records and Registration in order to take courses at another college or university. Advanced approval guarantees that the course(s), if successfully completed, will be accepted for transfer credit. Students planning on transferring credits for courses within their major (major credit) must first obtain their chairperson's signature on the course authorization form before submitting the form to the Office of Records and Registration for final approval. Courses for liberal learning and/or elective credit would not need the chairperson's signature, only the approval from the Office of Records and Registration. The Course Authorization form can be downloaded on the Records and Registration website on the forms section of the webpage.

### **Residency Requirement**

To earn a degree from The College of New Jersey a student must take at 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 2 course units in the senior year may be earned away from the College provided no previous transfer credit has been applied (see above). Such enrollment must be expressly approved in advance by the student's academic department and the Office of Records and Registration.

### **Advanced Standing**

Advanced Standing is college course units/credit that you take as a high school student before you attend The College of New Jersey. The credits are evaluated through the Office of Records and Registration and entered onto your transcript. These course units/credits are processed the same way transfer credit is handled (see above).

### **Advanced Placement**

Advanced placement (AP) is awarded through the Office of Records and Registration. Students must have their test scores sent from ETS directly to the Office of Records and Registration. Acceptable tests and their scores which are accepted by the College may be reviewed through the Advanced Placement Legend found by visiting the Records and Registration website. Credit will be awarded based on student achievement on the Advanced Placement test.

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

TCNJ awards credit for CLEP exams if the student achieves the minimum score as determined by the academic department. Currently, the only CLEP exams accepted by the College are Psychology with a minimum earned score of 60, Intermediate Algebra, and Precalculus with a minimum score of 50. The number of units will be granted according to the same unit values as their equivalent course at TCNJ. Please note that no units are earned for Intermediate Algebra or Precalculus. These courses at TCNJ are used to satisfy prerequisite requirements for Calculus with no earned credit awarded.

## **International Baccalaureate**

College course units/credits may be awarded to students completing International Baccalaureate Programs. Programs will be reviewed on a case-by-case basis. The Office of Records and Registration will award credit for the higher level courses with scores of 5 or higher.

## **Study Abroad**

Credits earned during a student's approved study abroad (International Exchange) program will be reflected as transfer credit on a student's academic records and will count toward total earned hours at TCNJ. Grades earned will not be computed in a student's TCNJ grade point average. Only earned grades of "C" or higher will be awarded credit. Upon receipt of a student's official transcript from the Study Abroad host institution, the Office of Records and Registration will review and determine the number of credits awarded. 15 contact hours is considered equivalent to .25 units at TCNJ with 60 contact hours required to earn 1 course unit at the College.

## **Transferring International Credits**

Credits from colleges and universities outside the United States must meet the standards of accredited United States Colleges and Universities. Students will be required to submit original certified copies of formal evaluations of their international course work/credits through World Education Services or some other equivalent agency approved by the Office of Records and Registration. The acceptability of credits will be determined as outlined in the transfer credit policy.

## **Military Service and DANTES**

Course units/Credits may be awarded for U.S. military service schools and for DANTES subject to standardized examinations. Credit for service school

courses is given according to their recommendations of the Guide to the Evaluation of Educational Experiences in the Armed Services. Credit for DANTES college-level tests is given if equivalent courses are offered by the College and if a passing score recommended by the American Council on Education has been received.