

# ADVANCED STANDING FOR TRANSFER CREDIT OR CREDIT BY EXAMINATION

---

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 Education Program requirements. 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 may approve the application of some transfer credits to the requirements of the major.

The transfer counselor(s) in the Transfer Resource Center, located in Hepburn Hall-Room 201, evaluate(s) transcripts submitted by entering students and determines whether transfer credits will be granted and applied toward General Education Program requirements. A written evaluation is sent to the student and the major program department.

**1. Advance Credit by Examination and Experience, Advanced Placement High School Courses, and Other Courses or Programs Recognized by the American Council on Education:** A student may achieve advance standing by presenting evidence of knowledge gained through experiential learning outside the classroom, which is evaluated through the following examination programs: the University-Level Examination Program (CLEP), American University Testing Program (ACT/PEP), University Proficiency Examination Program (CPEP), and departmental challenge examinations. The student must submit examination scores that meet the criteria for credit. A student may also achieve advanced standing by presenting evidence of knowledge gained through the successful completion of Advanced Placement high school courses, United States Armed Forces Institute courses, and military, non-collegiate courses and training programs recognized by the American Council on Education.

**2. Advance Credit by Transfer:** Transfer credit is granted for courses completed at another institution with a minimum grade of “C”. Generally, transfer students are expected to satisfy their major program requirements in residence at New Jersey City University. Transfer credit will only be accepted as satisfying major requirements if the department chairperson or appropriate department committee approves the transfer credit. A student seeking to transfer to New Jersey City University must submit official transcripts of all credits completed at other institutions prior to the time of application to the University. The only exception to this are credits being earned elsewhere at the time of NJCU application. For these credits, a student must submit a final official transcript no later than October 15 for fall applicants and February 28 for spring applicants.

**3. Advance credit by transfer with an A.A., A.S., or A.F.A. degree from an Accredited Two or Four-Year College:**

- Graduates from accredited two or four-year colleges in New Jersey with an A.A., A.S., or A.F.A. degree, who earned a C.G.P.A. of at least 2.0 (on a scale of 4.0) may transfer up to a maximum of 66\* credits to

New Jersey City University, thereby satisfying the University’s General Education Program requirements.

\*Reduced to 60 credits effective Spring 2019

- Out-of-State graduates from regionally accredited two or four year colleges\* with an A.A., A.S. or A.F.A. degree, who earned a C.G.P.A. of at least 2.0 (on a scale of 4.0) may transfer up to a maximum of 60 credits to New Jersey City University, thereby satisfying the University’s General Education Program requirements.
- Policy effective Fall 2019: Regional accreditation must adhere to one of the seven accrediting bodies: Middle States Commission on Higher Education, Higher Learning Commission, New England Association of Schools and Colleges, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, Western Association of Schools and Colleges, and the Accrediting Commission for Community and Junior Colleges.

---

## Official Transcripts

Applicants must arrange for official college transcripts to be forwarded from previously attended colleges and universities. Applicants are also responsible for submitting updated transcripts with final grades and any degrees earned after acceptance.

---

## Evaluation Process

An official evaluation of transfer credit will be completed after admission to the University. Degree applicability of major courses are determined by the major department. Students may challenge an evaluated course by submitting a syllabus to the Transfer Resource Center. The Transfer Resource Center will review the course with a representative from the appropriate college or academic department.

---

## Credits and Grades

Academic work must be completed with grades of “C” or better at regionally accredited institutions of higher education to be accepted towards meeting the requirements of a New Jersey City University degree. Grades and grade point averages do not transfer. NJCU credit will not be awarded for non-NJCU institutionally based exams.

---

## Pass/Fail Courses

Courses taken as a pass/fail must be proven to be equivalent to a C or higher.

---

## Prior Degrees

Students who completed an A.A., A.F.A, or A.S. degree at colleges or universities in the State of New Jersey or a Bachelor’s degree from an accredited institution in the United States prior to attendance at NJCU are waived from General Education Program requirements.

---

## External Credit by Examination

College Level Examination Program CLEP and Advanced Placement AP exams are accepted for credit as national examinations based on the University policy. All students regardless of the date of the exam must

request an official score report to be sent directly from The College Board to the Transfer Resource Center. Dantes Subject Standardized Tests (DSST/DANTES) credit is accepted with a passing score according to the ACE credit recommendation. Credit may be awarded International Baccalaureate Higher Level examinations scored 5, 6, or 7. N.Y.U. Foreign Language Proficiency 12 point Examinations are eligible for credit based on the student score. Cambridge International A level exams are accepted with a grade of C or higher. Credit is not awarded for Advanced Subsidiary (AS) level or Ordinary (O) level or IGSCCE exams.

Students looking to receive credit for life experience or certificate completion must provide certificates (CPA, Fire Academy, EMT, Police Academy, etc.) and documents to the Transfer Resource Center. These documents will be sent to the appropriate departments and/or dean's office for assessment.

---

### **NJCU Credits-by-Examination Policies**

Transfer evaluations will be completed on an individual basis indicating the courses accepted, the amount of credit awarded, and the course equivalency at New Jersey City University.

**College Level Examination Programs (CLEP):** Credit is awarded for exams passed with a score of 50 or above. Students must submit an official transcript for an evaluation to be completed.

**New York University (NYU) Language Proficiency Exam:** Credit is awarded based on official examination results from the NYU Language Proficiency Exam Office.

**Advanced Placement (AP):** Credit is awarded for exams passed with a score of 3 or above. Students must submit an official transcript for an evaluation to be completed.

**Department of Defense Standardized Test (DSST):** Credit is awarded based on American Council on Education credit recommendations.

**International Baccalaureate (IB):** Courses completed on a Higher Level (HL) with a minimum score of 5 are eligible to be awarded transfer credit. Students must submit an official transcript for an evaluation to be completed.

**Cambridge International:** Up to one year's credit is awarded for A level exams successfully passed with a grade of C or above. Credit is not awarded for Advanced Subsidiary (AS) level or Ordinary (O) level or IGSCCE exams. Students must submit an official transcript for an evaluation to be completed.

---

### **Military Credit**

Students are required to submit a Joint Services transcript, or Form DD295, DD214. Credits allowed will be based on recommendations of the American Council on Education (ACE) and National College Credit Recommendation Services (National CCRS, formerly National PONS) and will correspond to subject areas offered at the University.

---

### **Credit from International Institutions**

New Jersey City University accepts credit from international institutions, both for international students and for domestic students participating in study abroad programs. Official transcripts and official translations by a NACES credential evaluation service member of non-English originals are required. Contact the Transfer Resource Center in Hepburn Hall 201 or at (201) 200-3418 for information or check the website [www.naces.org](http://www.naces.org) (<http://www.naces.org>).

---

### **Prior Learning Assessment**