

<b>Subject:</b> REGISTRATION		<b>Title:</b> TRANSFER CREDIT
<b>Category:</b> <input type="radio"/> Board of Trustees <input type="radio"/> Presidential <input type="radio"/> Functional <input checked="" type="radio"/> School/Unit		
<b>Coding:</b> 2.5	<b>Responsible Executive:</b> Associate Dean for Academic Affairs	<b>Responsible Office:</b> SHP Office of Enrollment Management
<b>Adopted:</b> 6/05	<b>Amended:</b> 3/10, 6/13, 6/14	<b>Last Reviewed:</b> 6/2014

### **I. Purpose**

This policy allows students to transfer in a certain portion of course work credits from other institutions for undergraduate and graduate programs.

### **II. Accountability**

The Program Director, Faculty and Associate Dean for Academic Affairs are responsible for this policy. The SHP Registrar is responsible for implementing the policy.

### **III. Definition**

Transfer course work is defined as those courses taken prior to enrollment that are determined to be equivalent to specific courses that are required for graduation. The transfer course policy limits do not preclude the Program Director from granting pre-approval to enrolled students to take courses at other institutions to facilitate their educational goals. Advanced placement mechanisms may be used to give credit for life experiences, course work completed before enrollment, or advanced degrees that contribute to the student's ability to satisfy program outcomes that do not necessarily correlate with particular individual course requirements.

### **IV. Policy**

The SHP may accept in transfer recently earned credits at the designated academic level that appear on official academic transcripts from previously attended U.S. colleges, universities and other post secondary accredited institutions. It is the responsibility of each program to establish the length of time in which transfer credit courses would be deemed recent/current.

Such institutions must be approved or accredited by agencies recognized by the Council on Post-secondary Accreditation (e.g. Middle States Association of Colleges and Schools, American Medical Association Commission on Accreditation of Allied Health Educational Programs, American Dental Association Council on Dental Accreditation, American Council on Education, National League of Nursing) or other appropriate program accrediting agencies. Credits for courses taken at foreign universities may be considered with consultation of the relevant departments/programs/tracks/faculty and the Associate Dean for Academic Affairs. However, to be considered for transfer credits, the courses under review must have been evaluated by a transcript evaluation agency such as the World Education Service (WES). An official copy of the agency's evaluation must accompany the request for transfer.

For undergraduate programs, only course work completed with a grade of "C" or better or graduate coursework completed with a grade of "B" or better shall be accepted as transfer credit. Transfer credits may also be awarded for courses completed in institutions in foreign countries, provided acceptable evaluation of the course work is documented by agencies approved by the School. Advanced standing or credit for non-collegiate learning experiences may be granted following review and evaluation by appropriate faculty in consultation with the Associate Dean for Academic Affairs or his/her designee. Exceptions to the transfer credit may apply where students are transferring from one SHP program into another SHP program. Such credits must appear on official academic transcripts from accredited institutions.

The number of undergraduate professional credits that may be transferred is limited to one- half of the total professional curriculum credits of the SHP Program in which the student will enroll. For students entering master's programs, normally a minimum of 70% of degree credits must be taken in the master's programs at SHP or the program's academic affiliates. Final thesis credits from previous educational experiences are not acceptable for transfer.

For students entering doctoral programs, the percentage of degree credits allowed for transfer or advanced placement varies according to previous academic preparation. For students entering with a baccalaureate degree, normally a minimum of 70% of degree credits must be taken in the doctoral program at SHP or the program's academic affiliate(s). For students entering with a master's degree in the same or related discipline from another accredited institution, normally a minimum of 60% of degree credits must be taken in the doctoral program at SHP or the program's academic affiliates. For students entering with a SHP master's degree in the same or related discipline, normally a minimum of 50% of degree credits must be taken in the doctoral program at SHP or the program's academic affiliates. Thesis, candidacy, and dissertation credits are not accepted in transfer. Students can take courses at other institutions with written pre- approval from SHP.

A student cannot receive two degrees simultaneously using the same course work to fulfill the course requirements for both. For SHP students who wish to obtain a Rutgers Dual Degree, please refer to the [Dual Degree Policy](#).

SHP transfer policy provides an appeals process for student if transfer credit is not awarded.

Students may appeal the decision if transfer credits are not accepted within 30 days of receiving the decision that the credits are not accepted. The decision to the student must be given within 60 days of receipt of the appeal. The appeal must be submitted to program faculty who denied the credit and the Associate Dean for Academic Affairs or designee. The decision of the School is final. For community college transfer credits being accepted at baccalaureate programs, the relevant community college will be informed of the nature of the appeal and the decision of the School.

Exceptions to the transfer credit policy may be made by the Associate Dean for Academic Affairs for defined arrangements between the University's Programs that promote career mobility and integration.

The transfer credit Evaluation Form is located [here](#). The process to petition for transfer credit is on the Evaluation Form.