



Rowan College of South Jersey

Administrative Procedure: 8207

TRANSFER AND REVERSE TRANSFER STUDENTS

Transfer Students

Rowan College of South Jersey (“College”) accepts transfer credits for college-level (100-level or above) courses completed at regionally accredited institutions if they are equivalent to those offered at the College. Transfer courses require a grade of “C” or better. Grades from such courses are not included in the College’s cumulative grade point average (GPA). Please note courses are evaluated and awarded based on the transfer student’s program of study and are applied to the academic transcript after they have been officially evaluated by the Transfer Advisor.

Procedures for the evaluation of transfer credits have been established by the Office of Admissions and are located on the College’s website.

Individuals who have completed high school and/or university-level coursework outside of the U.S., and who wish to apply to the College and/or to transfer credit, must submit an official detailed evaluation of their transcript. All documents must be translated into English and certified as accurate by one of these approved organizations:

- Any member of NACES (The National Association of Credential Evaluating Services);
- International Educational Equivalency Evaluation Services, Inc.; or
- Foreign Credential Service of America.

Military service members may also be eligible for transfer credits upon evaluation of their military transcripts based upon the credit granting recommendations of the American Council on Education (ACE).

Several opportunities exist for earning transfer credit through non-traditional route. Some examples are through the evaluation of the following documents: non-credit certifications earned through RCSJ Career and Technical Education Division; Police and Fire Academies and apprenticeship training; credit through testing, such as CLEP, DSST, College Board Advanced Placement test scores, American Council on Education (ACE) evaluation of coursework from non-regionally accredited schools, such as a trade school, and/or prior learning based on a portfolio assessment.

For more information visit the College’s website.

Administrative Procedure: 8207 Transfer and Reverse Transfer Students

Specific restrictions apply to Nursing and Health Profession programs with regard to the time limits and online delivery methods which may restrict credit transfer. The student is responsible to reference specific transfer criteria for each selective admissions program to ascertain specific requirements for the term in which the student would like to apply to ensure course transfer eligibility for the year the student intends to apply.

- All students should seek transfer advisement as to whether a course meets transfer criteria eligibility for all programs of study, specifically selective admissions programs.
- The student must earn a minimum of 30 credits at RCSJ to earn an associate's degree.

Reverse Transfer Students

Reverse transfer provides the opportunity for students who previously attended this College to earn an associate's degree by completing all associate degree requirements while working toward a bachelor's degree at a four-year college or university.

Reverse Transfer Candidates

In order to be considered for the associate degree, the student must meet the following eligibility requirements and complete the Reverse Transfer Agreement Form (RTA) and FERPA Waiver:

- Completed a minimum of 30 credits at this College with a minimum of 15 credits within three (3) years from submitting the RTA;
- Maintained a cumulative GPA of 2.000;
- No outstanding balance owed to this College;
- Transferred to an accredited four-year college or university prior to completing degree requirements at this College;
- Completed an RTA by the published deadlines; and
- Earned a combined minimum of 60 credits between this College and the four-year college or university that meet program requirements for the associate degree.

The Vice President and Provost is the final arbitrator to approve or deny any variances or course overrides/substitutions.

Completion of the Reverse Transfer Agreement does not guarantee a degree from this College. This College will make final determination that the requirements for an associate degree have been met. It will then award or deny the appropriate associate degree, and the student will be notified of the decision.

Area: Student Services

Approved: 07/01/19

Revised: 07/13/21

President's Authorization:

A handwritten signature in black ink, reading "Jim Keating", is written over a horizontal line. The signature is in a cursive style.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *8207 Transfer and Reverse Transfer Students*

Administrative Procedure: 8207 Transfer and Reverse Transfer Students