



Rowan College of South Jersey

Administrative Procedure: 8207

TRANSFER AND REVERSE TRANSFER STUDENTS

Transfer Students

Rowan College of South Jersey (College or RCSJ) accepts transfer credits for college-level (100-level or above) courses completed at US Department of Education or CHEA member accredited institutions if they are determined to be equivalent to those offered at the College in both content and credit. Transfer courses require a grade of Pass or “C” or higher. Grades from such courses are not included in the College’s cumulative grade point average (GPA). Please note courses are applied to the academic transcript after they have been officially evaluated by the Transfer Advisor or other College evaluator.

Procedures for the evaluation of transfer credits have been established by the Offices of Admissions and Academic Advising 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 course-by-course 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);
- EdEvals (formerly 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 routes. 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 and/or prior learning based on assessments offered through the Dean of Academic Compliance. For more information, visit the College’s website.

Specific additional restrictions apply to the selective admissions Allied Health and Automotive programs with regard to the accepted time limits, grades, and online delivery methods, which may restrict credit transfer. It is the student's responsibility 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.
- Up to 30 credits may be eligible to be transferred. The College does not guarantee all credits will be applicable to the student's specific program version. After the evaluation, the student should meet with their advisor to review their Degree Progress Audit.
- The student must earn a minimum of 30 credits at RCSJ to earn an associate's degree. Therefore, a maximum of 30 transfer credits may be applied to any 60 credit degree program.

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 attending another 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 college or university prior to completing degree requirements at this College;
- Completed an RTA by the published graduation deadlines; and
- Earned a combined minimum of 60 credits between this College and the subsequent college or university that meet program requirements for the associate degree.

The President, Chief Academic Officer 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, 07/13/21, 06/14/22
Revised: 07/29/25

President's Authorization:

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end, positioned over a solid black horizontal line.

References:

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