



Rowan College of South Jersey

Administrative Procedure: 8207

TRANSFER AND REVERSE TRANSFER STUDENTS

Transfer Students

The 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.

To request an evaluation of transferable credit, the student must complete the *Transfer of College Credits Request* form and submit it, along with official transcripts, to the Office of Admissions, located in the Student Services building. It is the student’s responsibility to request all official transcripts and have them forwarded to the Office of Admissions. Students will be notified of the evaluation results.

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: 1) Any member of NACES (The National Association of Credential Evaluating Services), 2) International Educational Equivalency Evaluation Services, Inc. or 3) 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).

Non-credit certifications earned through Workforce and Professional Development may qualify for transfer credit in selected programs of study.

For more information visit the College’s website.

Exceptions

- Specific restrictions apply to Nursing and Health Professional 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 they would like to apply to insure course transfer eligibility.
 - The College supports online instruction, however, selective admission programs in health professions should be completed in a face-to-face or hybrid format. The College does not accept online lab science courses into degree programs where graduates are expected to demonstrate specific laboratory skills. These program areas include: all Nursing programs, Radiography, all Biomedical Science programs, all Health Science programs, Engineering, Agriculture/Horticulture, and all Math/Science programs. Transfer students declaring a major in one of these areas will be required to submit written verification (on college letterhead, from the professor or Dean of the sending institution's science department) that the laboratory portion of any lab science course was not completed online. Information is subject to change, please visit Academic Advising for further updated details. Students are required to provide proof of the course(s) delivery method(s) and class syllabus. All students should seek transfer advisement as to whether a course meets transfer criteria eligibility for all programs of study, specifically selective admissions programs.

Reverse Transfer Students

Reverse transfer provides the opportunity to earn an associate degree to students who previously attended this College and fulfilled the 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:

- Completed at minimum of 24 credits at this College with a minimum of 15 credits within three (3) years from submitting the Reverse Transfer Agreement (RTA). This requirement is reduced to 12 credits for students participating from Rowan University;
- 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 associated degree.

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

Participation in the Reverse Transfer Program does not guarantee a degree from this College. This College will make final determination that the requirements for an associate degree have been met.

The student must complete the RTA/FERPA waiver to request evaluation. The college will award or deny the appropriate associate degree, and student will be notified of the decision.

Area: Student Services
Approved: 07/01/19

President's Authorization:

A handwritten signature in black ink, appearing to read "James Kealey". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

References:

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

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