

# **TRANSFER OF CREDIT ANNUAL REPORT TO GOVERNOR & LEGISLATURE**

## **Introduction**

The New Jersey Commission on Higher Education (the Commission) is required by statute (N.J.S.A. 18A: 62-46) to prepare an annual report to the Governor and Legislature containing a compilation of the data it collected about community college students who transferred to senior public institutions of higher education in New Jersey. At its July 25, 2008 meeting, the Commission adopted a resolution approving the form and content of the Transfer Report. The statute also describes the establishment of the Comprehensive State-wide Transfer Agreement. No changes to the content of the data submission have been implemented for the 2009 report.

## **Report Format**

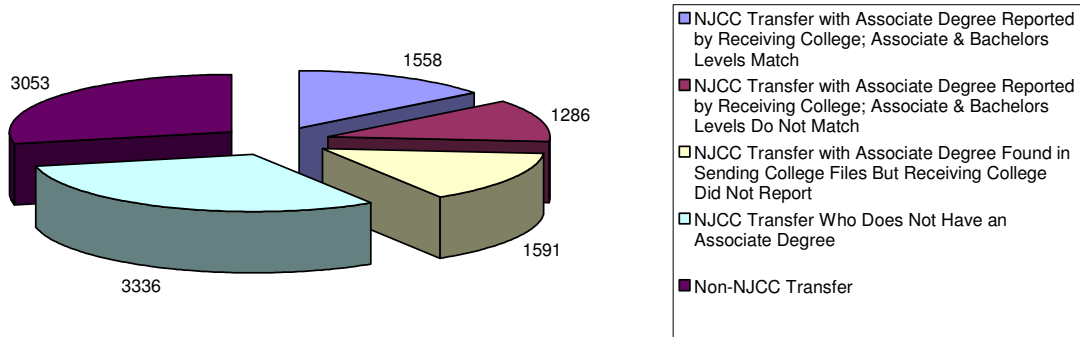
Commission staff has prepared a brief narrative summarizing the transfer data and highlighting some changes for all students who transferred to a senior public institution in 2008 and 2009. Having only two years of data does not allow us to suggest trends or identify environmental conditions (such as economic influences, program specific influence, etc.) yet.

Based on the State-wide Transfer Agreement, the Commission staff created five groups of transfer students as reporting categories in Charts 1 (2008) and 2 (2009):

1. students who transferred and who did not have a NJ community college as their transfer institution (non-NJCC transfer);
2. students with credits from a NJCC and no associate degree;
3. students with an associate degree from NJCC and senior public institution has not reported it; (degree information was found by matching with the NJCC completions files FY2006-Summer 2009)
4. students with an associate degree (A.S., A.A.) from NJCC as reported by the senior public and transferring with an A.A. degree into a B.A. program or an A.S. degree into a B.S. program, i.e., the programs match; and
5. students with an associate degree from NJCC as reported by the senior public and not transferring with an A.A. degree into a B.A. program or an A.S. degree into a B.S. program, i.e., the programs do not match.

These two charts show all students transferring into a senior public institution in each year and in which of the five reporting categories they fall. In 2008 there were 10,824 transfer students and in 2009 there were 11,782 total transfer students, an increase of 958. (No information about UMDNJ transfers or Thomas Edison transfers is in these summary tables, because we received no transfer information from these institutions in 2008.)

**New Undergraduate Transfers Received by Senior Public Institutions in Fall 2008**



**New Undergraduate Transfers Received by Senior Public Institutions in Fall 2009  
(Does not Include Thomas Edison or UMDNJ)**

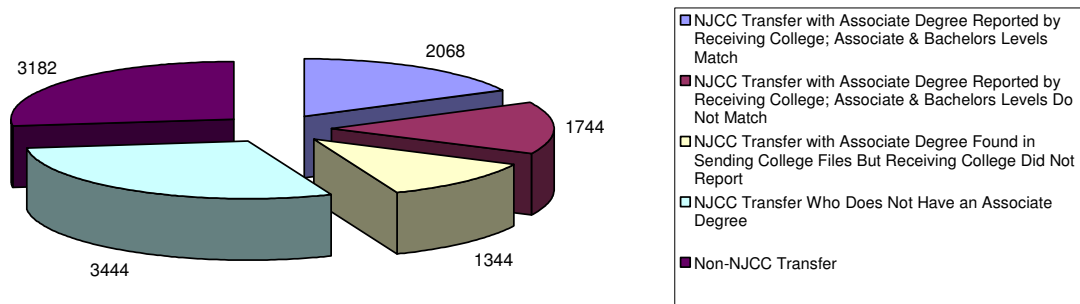


Chart 3 is a breakout of a subset of the transfer students, that is, only the transfer students who had earned credits at a NJCC. Commission staff created three measures to differentiate within those four remaining groups of transfer students:

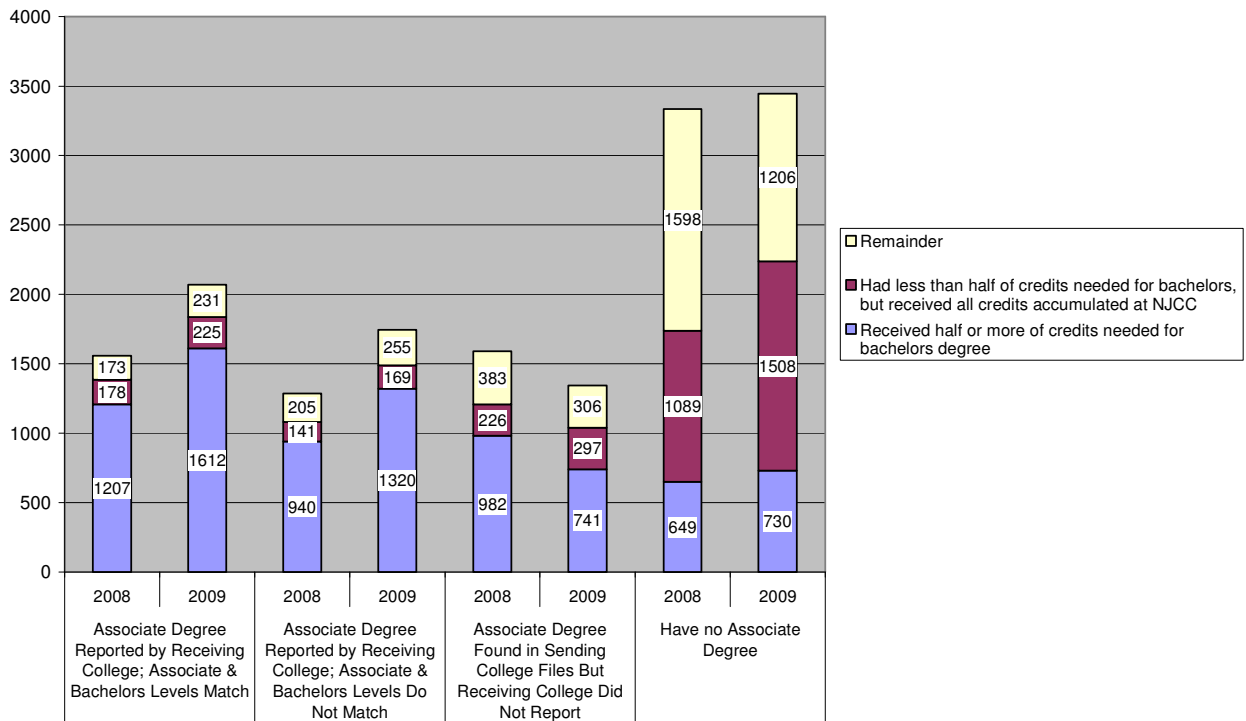
1. transfer students who received half or more of the credits needed for bachelor’s degree;
2. transfer students who had less than half of the credits needed for bachelor’s degree but received all credits accumulated at NJCC; and
3. transfer students who did not fall in either of those categories (remainder).

It is important to note that the numbers of credits needed to receive a bachelor’s degree varies among the senior public institutions. For example, Montclair requires 120 credits while William Paterson requires 128 credits.

As seen in the chart below, there are some changes from 2008 to 2009:

- more of the students who transfer without an associate degree in 2009 received all of the credits earned at the NJCC;
- fewer students are falling into the category of “students with an associate degree from NJCC and senior public institution has not reported it”; and
- more students are receiving half or more of credits needed for bachelor’s degree.

**TOTAL Transfers to Senior Public Institutions from NJ Community Colleges  
(Does Not include Thomas Edison State College or UMDNJ)**



A current description of the appeals process for each institution was requested from the president of each senior public college and university. Those descriptions, received from the senior public colleges and universities, are included in the institution-specific information in the appendix.

Using the data collected, Commission staff has compiled the following information regarding the transfer process at each senior public institution:

- a brief summary of the institution's history, location, and current student body;
- one pie chart for the school displaying the information about Fall 2009 transfer students;
- one bar chart showing 2008 and 2009 information side by side; and
- a description of the appeals process for students to seek redress for disputes about the transferability of certain credits based on the accepting institution's review of the student's transcript.

These institution-specific information and charts are included as the appendix.

This report reflects final enrollment data up to 2008. The enrollment data for 2009 is still preliminary and will not be final until May 2010. The source of the information is the SURE (Student Unit Record Enrollment) files for each of the institutions, the new transfer file, degree program inventory, and IPEDS (Integrated Postsecondary Education Data System) files. Prior to the publication of this report, the Commission presented the format to the officers of the New Jersey Presidents' Council as outlined in the Comprehensive State-wide Transfer Agreement, and shared the submitted data with each of the senior public colleges and universities.

### Conclusion

The development and analyses of these data are meant to expand the understanding of the implementation of the transfer statute, (N.J.S.A. 18A: 62-46), and specifically the implementation of the Comprehensive State-wide Transfer Agreement. The colleges have worked together during this year to examine policies that impact students transferring from community colleges to senior public colleges and universities.

The goal of the legislation is to ensure an efficient transfer of credits for students who begin their education at a community college and are accepted to a senior public college to continue toward their baccalaureate degree. The purpose of the Transfer of Credit Annual Report is to provide a picture of the progress in this area. The Commission anticipates that there will be suggestions on how to improve the information collected and the reporting process. We welcome suggestions on proposed changes to the annual report from all interested parties – colleges, legislators, and, most importantly, students. The Commission will continue to work with the Presidents' Council and its Transfer Committee to ensure that students experience a transfer process that facilitates rather than impedes their academic progress.

# APPENDIX

## Kean University

Founded in 1855, Kean University (formerly Newark State College) began as a normal school for training teachers and principals for the City of Newark. In 1957, it relocated to the Township of Union, its present site. In 1958, the institution's mission expanded from its original, single purpose to become a comprehensive undergraduate institution. Sixteen years later its name changed to Kean College of New Jersey. It was granted university status in 1997.

Kean offers 59 bachelor's degree programs.

Undergraduate enrollment in fall 2008 was 11,240 students: 8,580 full-time and 2,660 part-time.

The racial composition of the undergraduate population in fall 2008 was 46.9% White; 19.9% Black; 19.9% Hispanic; 6.1% Asian; 0.2% American Indian; 1.9% Alien; and 5.1% Unknown.

The table below shows six years of undergraduate fall enrollment.

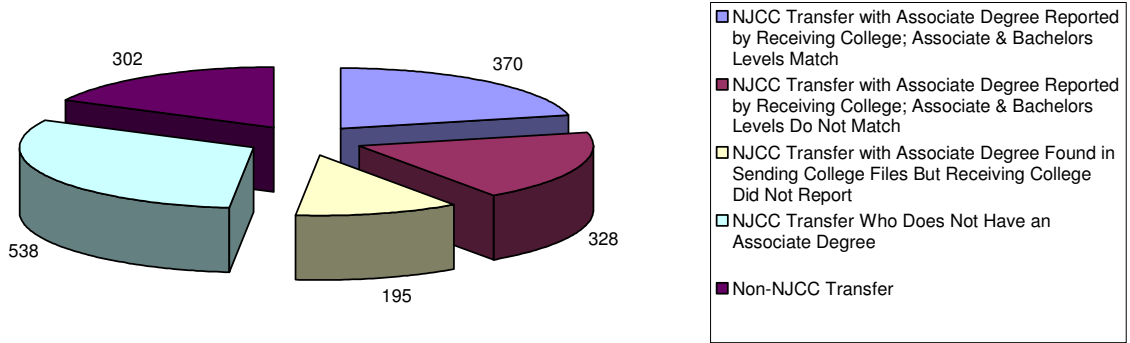
<u>Year</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009*</u>
Undergraduate Total	9,947	10,035	9,990	10,441	11,240	12,006

\* Preliminary Data

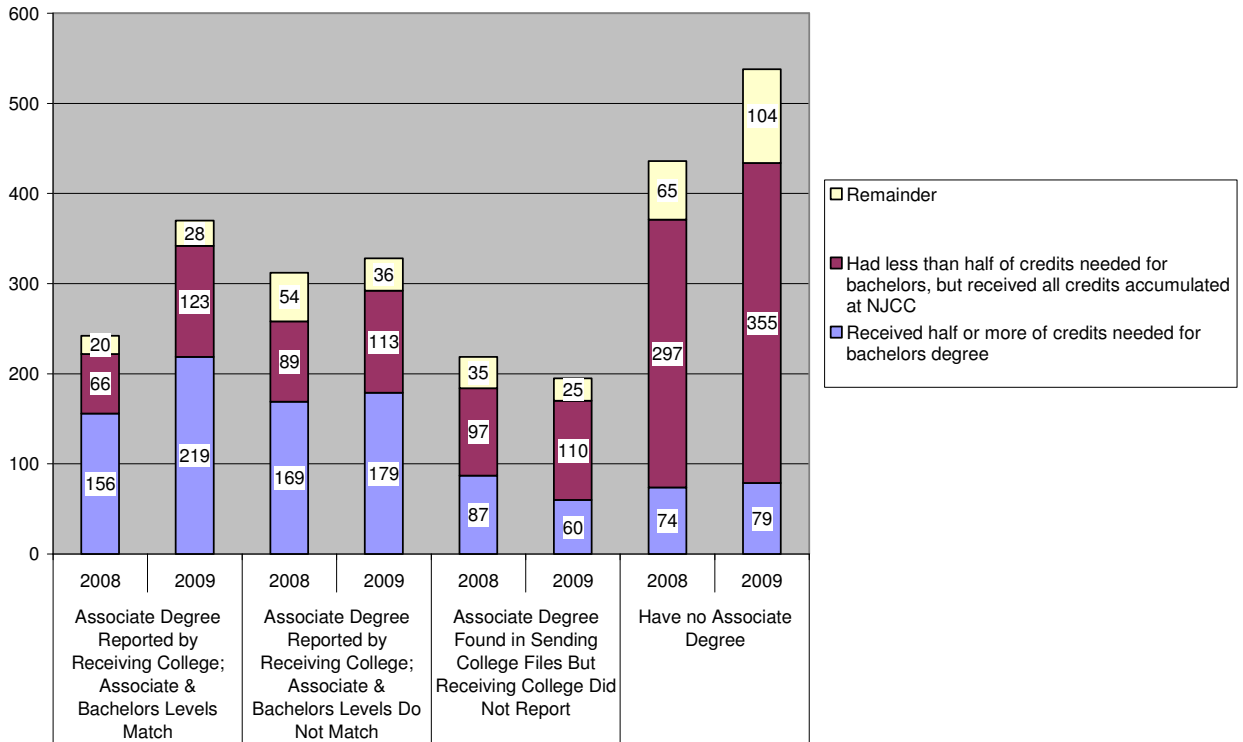
The table below shows six years of new undergraduate transfer fall enrollment.

<u>Year</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Transfer Total	1,071	992	1,256	1,278	1,497	1,733

**New Undergraduate Transfers Received by Kean University in Fall 2009**



**Kean - Comparison of Fall 2008 & 2009 Transfers Received from NJ Community Colleges**



## **Kean University Internal Appeals Process for New Jersey Statewide Transfer Agreement**

Listed below is the process of appeals to be taken to resolve issues regarding transfer of credits covered by the Statewide Transfer Agreement. This is in effect for students enter Kean for the first time beginning with the Fall 2008 semester, for students coming directly from a New Jersey County College (two-year institution). The Level 1 appeal must be made within 30 days of receiving the evaluation. The Level 2 appeal must be made within two weeks after the Level 1 decision. The Level 3 appeal must be submitted within two weeks after the Level 2 decision. The Level 4 appeal must be submitted within two weeks of the Level 3 decision. The Level 4 decision is final and will be made within three weeks after the receipt of the request. All decisions at Level 4 are final, and written notification of this outcome is sent to the student and the sending two-year institution.

**Level 1 appeal:** Submit an email appeal request, documenting the issue and asking to make an appointment to meet with the transfer evaluator who performed the initial evaluation. Below is a listing of the evaluators and the majors for which they perform the credit evaluations:

**Kean Ocean Program (all majors and options at the undergraduate level)**  
**Evaluator:** Richard Harrell, Room 010, OCC Library building, 732-255-0400 extension 2042, [harrellr@kean.edu](mailto:harrellr@kean.edu)

**Students majoring in:** Art History, Fine Arts (all options), Criminal Justice, Design (all options including Graphic Communication, Industrial Design, Interior Design, Visual Communication) Media and Film (all options), Music (all options), Social Work, Sociology (all options) Speech and Theatre and Theatre (all options).

**Evaluator:** Deborah Skibitsky, CAS 215, 908-737-0358 [ds kibits@kean.edu](mailto:ds kibits@kean.edu)

**Students majoring in:** Communication Studies (all options), English (all options), History (all options) Philosophy/Religion, Political Science (all options), Psychology (all options), Psychiatric Rehabilitation, Spanish (all options).

**Evaluator:** Robyn Roebuck, CAS 216, 908-737-035, [rroebuck@kean.edu](mailto:rroebuck@kean.edu)

**Students majoring in:** Accounting, Economics, (all options), Finance, Management (all options), Marketing, Public Administration.

**Evaluator:** Andrea Rosa, CAS 217, 908-737-0357, [arosa@kean.edu](mailto:arosa@kean.edu)

**Students majoring in:** Athletic Training, Early Childhood Education, Elementary Education (K-5, K-5&5-8, Bilingual K-5, Bilingual K-5&5-8) Physical Education (all options) Recreation Administration (all options) Speech Language Hearing Science, Special Education (P-3, K-5, K-5&5-8).

**Evaluator:** Wilma Velazquez, CAS 219, 908-737-0355, [velazquw@kean.edu](mailto:velazquw@kean.edu)



**Students majoring in:** Biology (all options), Chemistry (all options), Computer Science (all options), Earth Science (all options), Health Information Management (all options), Mathematical Sciences (all options), Medical Technology (all options), Nursing (RN-BSN), Telecommunication/Information Technology.

**Evaluator:** Magalie Remy, CAS 218, 908-737-0354, [mremy@kean.edu](mailto:mremy@kean.edu)

**Level 2 Appeal:** If satisfactory resolution is not obtained at Level 1, the next level of appeal is made to Dr. Stephen Kubow, Director of the Center for Academic Success. Level one must be completed before Level 2 is initiated. Please submit an email appeal documenting the issue and requesting an appointment to begin the process. After meeting with the student and reviewing issue, the transcripts and the evaluation, the student will be notified in writing of the outcome of the appeal. The contact information to begin the process is:

Dr. Stephen Kubow, CAS 124, 908-737-0309, [skubow@kean.edu](mailto:skubow@kean.edu)

**Level 3 Appeal:** If satisfactory resolution is not obtained at Level 2, the student or county college may request a Level 3 appeal in writing. The request must include a detailed explanation of the request, and why the student or institution feels satisfactory resolution was not obtained at Level 2. This should be submitted to Dr. Stephen Kubow, Director, Center for Academic Success, Kean University, 1000 Morris Avenue, Union, NJ 07083 or electronically to [skubow@kean.edu](mailto:skubow@kean.edu). Upon receipt, the Director will contact the Transfer Coordinator or other appropriate personnel at the sending two-year institution to attempt to work out a resolution to the issue. The student and two-year institution will be notified in writing of the decision on the appeal.

**Level 4 Appeal:** If satisfactory resolution is not obtained at Level 3, the student or institution may request a Level 4 appeal in writing. The request should include a detailed explanation of the issue and why the resolution at Level 3 was not satisfactory. The written request must be sent to the Office of the Vice President of Academic Affairs, Kean Hall, Kean University, 1000 Morris Avenue, Union, NJ 07083. The decision at this level is final. Written notification of the decision will be sent to the student and the sending two-year institution.

## Montclair State University

Founded in 1908, Montclair State University (formerly Montclair State College) was the first teachers' college accredited by the Middle States Association as a liberal arts institution. It is located in Montclair in Essex County.

Montclair offers 58 bachelor's degree programs.

Undergraduate enrollment in fall 2008 was 13,725 students: 11,604 full-time and 2,121 part-time.

The racial composition of the undergraduate population in fall 2008 was 53.4% White; 9.0% Black; 19.3% Hispanic; 6.1% Asian; 0.3% American Indian; 5.5% Alien; and 6.5% Unknown.

The table below shows six years of undergraduate fall enrollment.

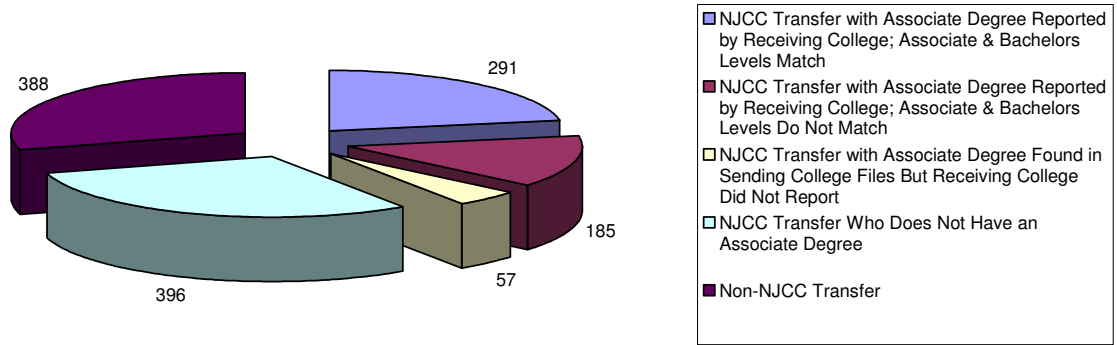
<u>Year</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009*</u>
Undergraduate Total	11,819	12,174	12,365	13,017	13,725	14,139

\* Preliminary Data

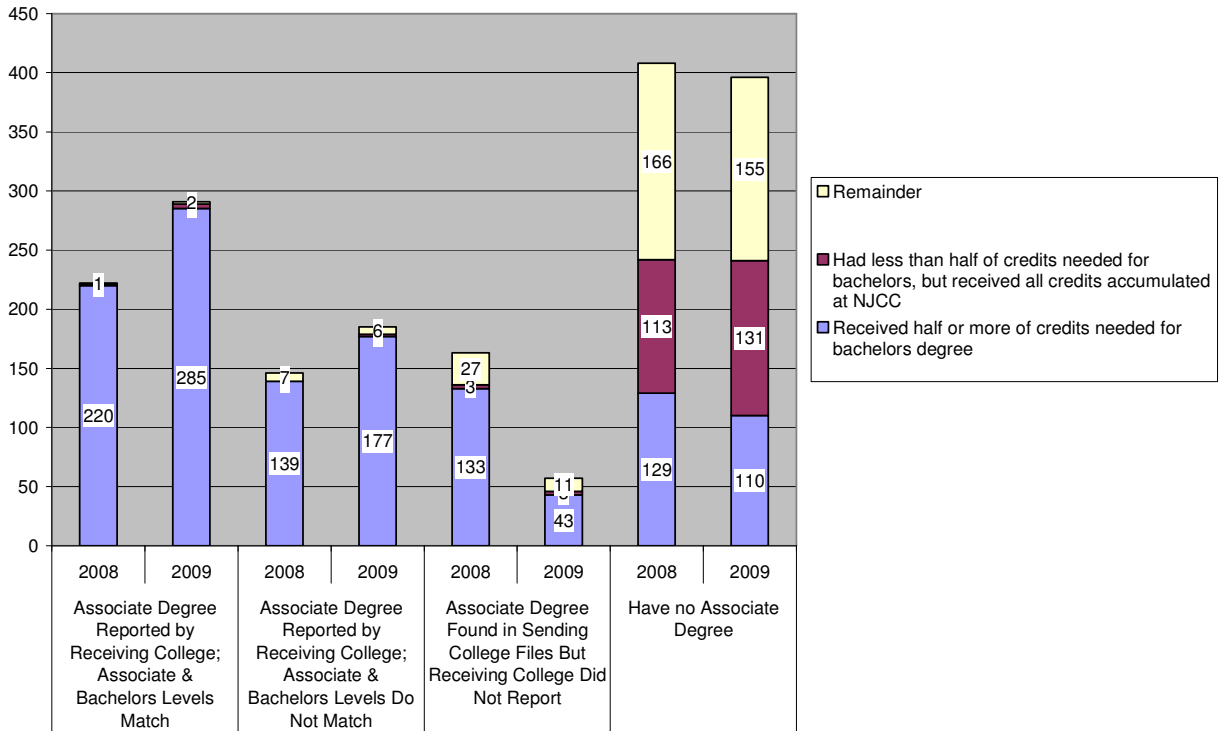
The table below shows six years of new undergraduate transfer fall enrollment.

<u>Year</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Transfer Total	1,182	1,112	1,195	1,298	1,360	1,317

**New Undergraduate Transfers Received by Montclair State University in Fall 2009**



**Montclair - Comparison of Fall 2008 & 2009 Transfers Received from NJ Community Colleges**



## **NJ State-wide Transfer Agreement Appeals Process**

Students governed by the NJ State-wide Transfer Agreement have the right to appeal decisions regarding the acceptance of their transfer credits. Appeals will be considered within thirty days of completion of the student's transfer credit evaluation.

### **Appeals procedure:**

- Appeals must include both the reason for appeal and all supporting documentation to verify course credit and placement.
- All appeals must be submitted electronically to the Director of the Center for Academic Advising and Adult Learning (CAAAL) at the following email address:  
[njtransferappeals@mail.montclair.edu](mailto:njtransferappeals@mail.montclair.edu)
- Completed documents will be reviewed by Montclair State University's NJ State-wide Transfer Agreement Appeals Committee. The Appeals Committee will respond to the student's petition within fourteen business days *of receipt of the appeal letter; the appeal letter must include the actual date it is filed with the University*. All decisions will be communicated to the student via the student's Montclair State University email address; this will require the student to establish a NetID prior to submitting this form.

**DATE:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**MSU ID:** \_\_\_\_\_

**Name of community college attended** \_\_\_\_\_

**Statement of appeal (and accompanying documentation as required):**

New Jersey City University (NJCU)

Founded in 1929 as the New Jersey Normal School in Jersey City, Jersey City State College became New Jersey City University in 1998. It is located in Jersey City in Hudson County.

New Jersey City University offers 37 bachelor's degree programs.

Undergraduate enrollment in fall 2008 was 6,104 students: 4,378 full-time and 1,726 part-time.

The racial composition of the undergraduate population in fall 2008 was 26.4% White; 19.2% Black; 35.1% Hispanic; 6.9% Asian; 0.1% American Indian; 1.1% Alien; and 11.3% Unknown.

The table below shows six years of undergraduate fall enrollment.

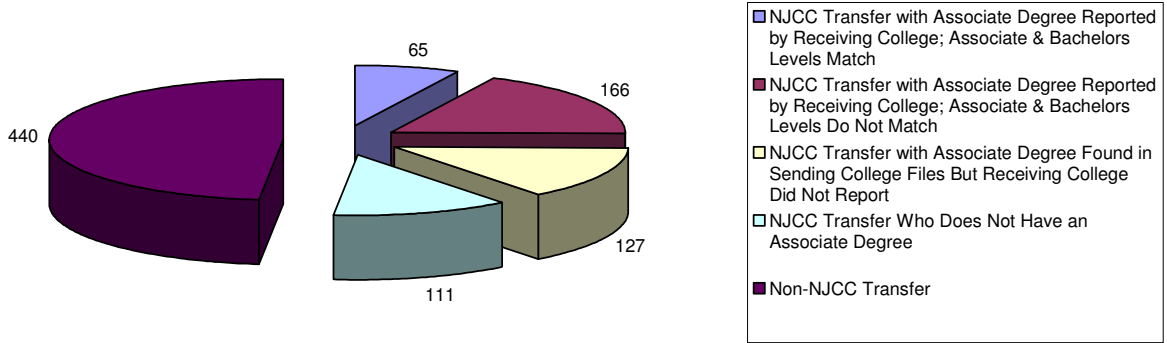
<u>Year</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009*</u>
Undergraduate Total	6,018	6,004	6,158	6,285	6,104	6,522

\* Preliminary Data

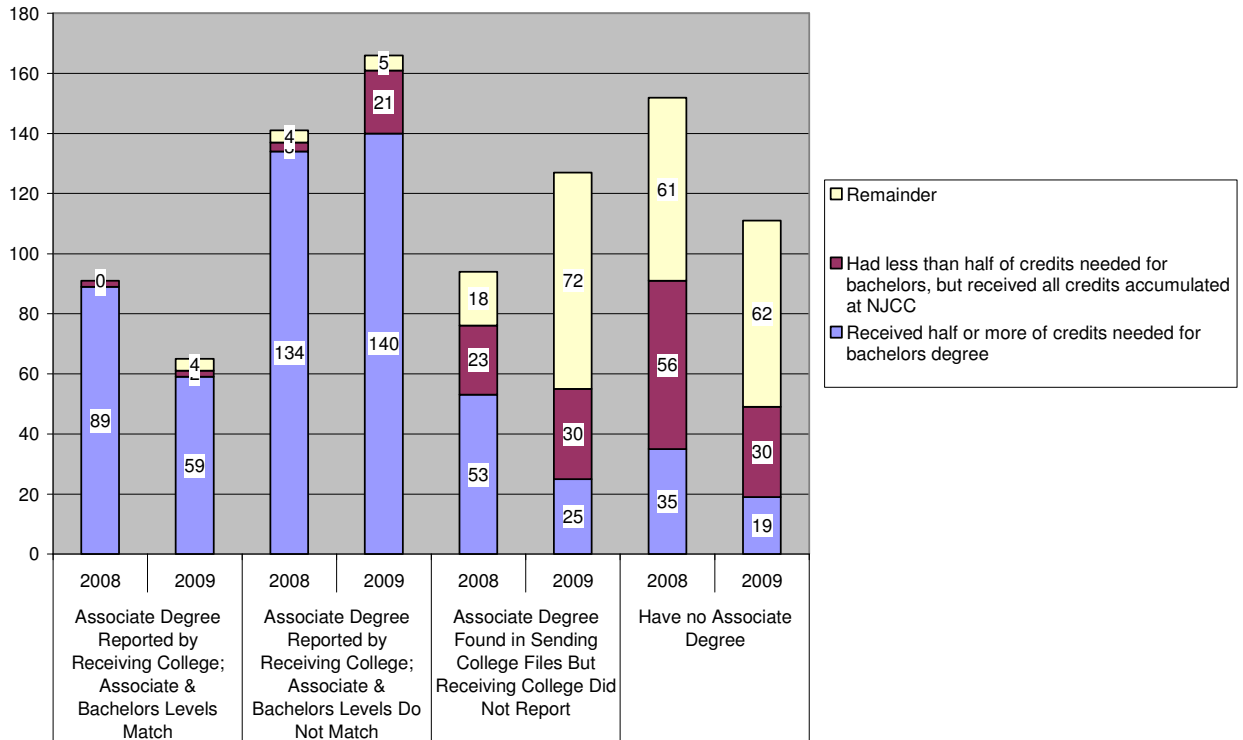
The table below shows six years of new undergraduate transfer fall enrollment.

<u>Year</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Transfer Total	710	668	746	809	803	909

**New Undergraduate Transfers Received by New Jersey City University in Fall 2009**



**NJCU - Comparison of Fall 2008 & 2009 Transfers Received from NJ Community Colleges**



## TRANSFER STUDENT GRIEVANCE/APPEALS

In accordance with the Comprehensive Statewide Transfer Agreement\* (hereafter known as the "Agreement"), transfer students at New Jersey City University can appeal a decision that he/she believes is not consistent with the Agreement.

The Agreement and accompanying appeals procedure are not intended to initiate a request for course substitutions. Students wishing to make such a request should file a "Request to Substitute General Studies Area Requirements" form.

### **Appeals Procedure:**

Appeals must include both the reason for appeal and all supporting documentation to verify course credit and placement.

The transfer student must file a written complaint with the Director of University Advisement Center within thirty days on any evaluation decision that the student is not in agreement, to the following email address: [jduff@njcu.edu](mailto:jduff@njcu.edu).

Upon receipt of the Director's decision, which is due to the student within fifteen days of receipt, the student may appeal directly to the Vice President for Academic Affairs within ten days. The Vice President's decision is final and is due to the student within ten days of receipt.

All decisions will be communicated to the student via the student's NJCU email address and mailing address, which requires the student to establish a GothicNet ID and maintain a current, up-to-date mailing address prior to submitting the form.

New Jersey Institute of Technology (NJIT)

Founded in 1881 as the Newark Technical School, the New Jersey Institute of Technology has grown into a technological research university with schools of engineering, architecture, science and liberal arts, management, and computing sciences, as well as an honors college. Its campus is located in Newark in Essex County.

NJIT offers 45 bachelor's degree programs.

Undergraduate enrollment in fall 2008 was 5,576 students: 4,375 full-time and 1,201 part-time.

The racial composition of the undergraduate population in fall 2008 was 34.6% White; 10.0% Black; 18.7% Hispanic; 20.1% Asian; 0.8% American Indian; 4.7% Alien; and 11.1% Unknown.

The table below shows five years of undergraduate fall enrollment.

<u>Year</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009*</u>
Undergraduate Total	5,366	5,263	5,380	5,428	5,576	5,924

\* Preliminary Data

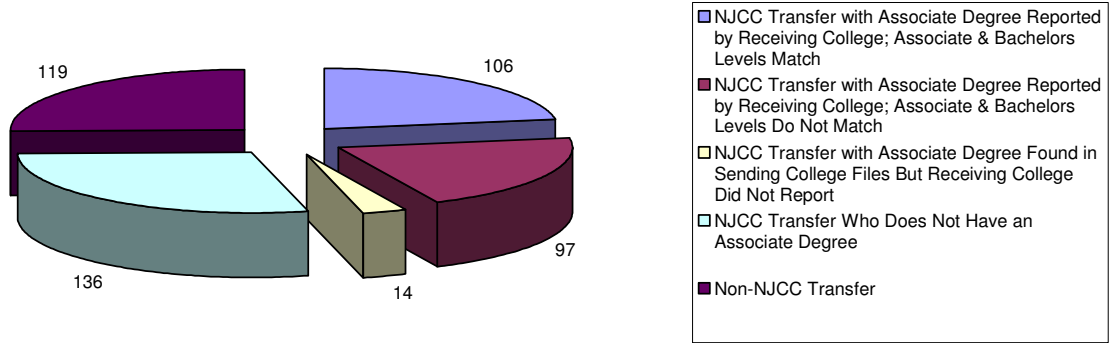
The table below shows six years of new undergraduate transfer fall enrollment.

<u>Year</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Transfer Total	433	346	394	416	455**	472

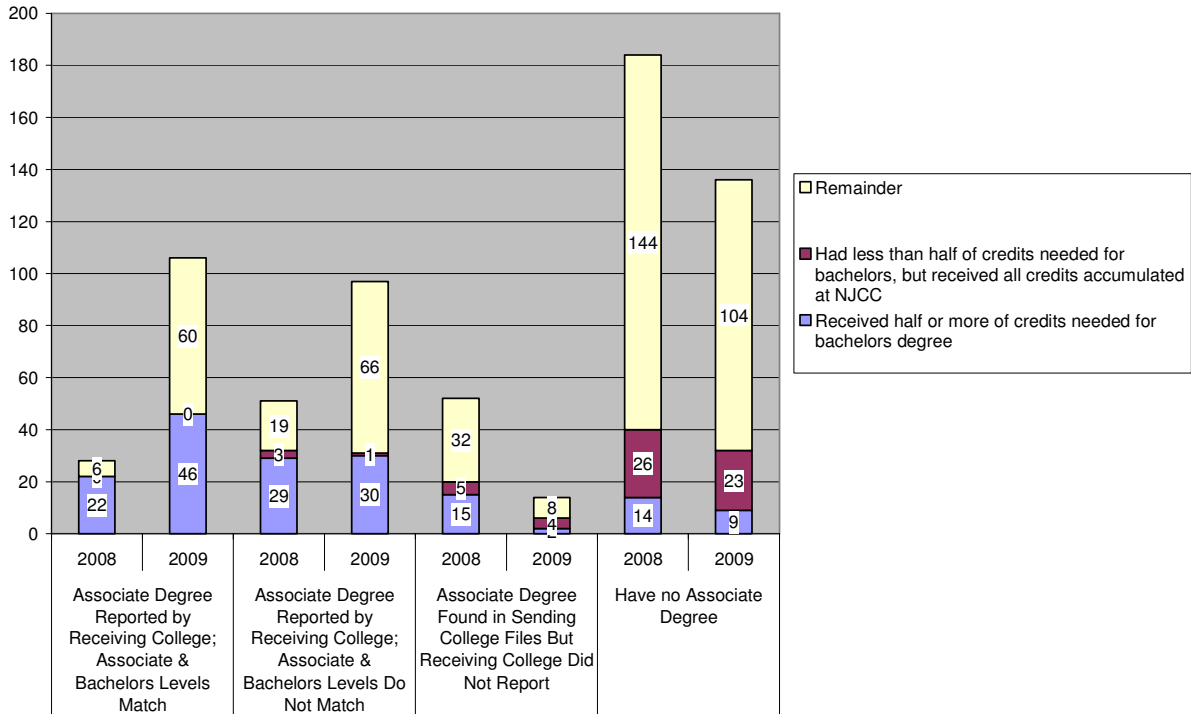
\*\*For this institution, the date the fall enrollment file was created differs from the date the new transfer file was created. This timing issue creates the number discrepancy between the total transfers in 2008 shown here and the total of numbers shown on the pie chart.



**New Undergraduate Transfers Received by New Jersey Institute of Technology in Fall 2009**



**NJIT - Comparison of Fall 2008 & 2009 Transfers from NJ Community Colleges**





## APPEAL FORM: NJ State-Wide Transfer Agreement

If you feel you have not received credit in accordance with the NJ State-Wide Transfer Agreement, please complete this form completely, and submit to the Associate VP for Enrollment Services (currently [Kathryn.kelly@njit.edu](mailto:Kathryn.kelly@njit.edu)) by e-mail, hard copy or FAX (973 596-3461), within 30 days of receipt of the transfer credit evaluation. The form must be fully completed or it will be returned without review.

DATE: \_\_\_\_\_

YOUR NAME: \_\_\_\_\_

NJIT ID#: \_\_\_\_\_ NJIT E-MAIL ADDRESS: \_\_\_\_\_

COMMUNITY COLLEGE ATTENDED: \_\_\_\_\_

Statement of appeal; cite specific course(s) by number and title, and semester taken; include transcript copies or other supporting documentation.

Details of the appeal will be reviewed by the NJIT Statewide Transfer agreement Appeals Committee. You may be asked to provide additional information. A decision will be rendered within 30 days of the receipt of the appeal; NJIT reserves the right to divulge the nature of the appeal and the decision to the relevant community college. This decision will be final.

Last updated: Dec 9, 2008

Ramapo College of New Jersey

Founded in 1969, Ramapo College is a liberal arts college. It is located in Mahwah in Bergen County.

Ramapo offers 37 bachelor's degree programs.

Undergraduate enrollment in fall 2008 was 5,561 students: 4,984 full-time and 577 part-time.

The racial composition of the undergraduate population in fall 2008 was 77.3% White; 6.1% Black; 8.6% Hispanic; 4.7% Asian; 0.3% American Indian; 2.8% Alien; and 0.2% Unknown.

The table below shows six years of undergraduate fall enrollment.

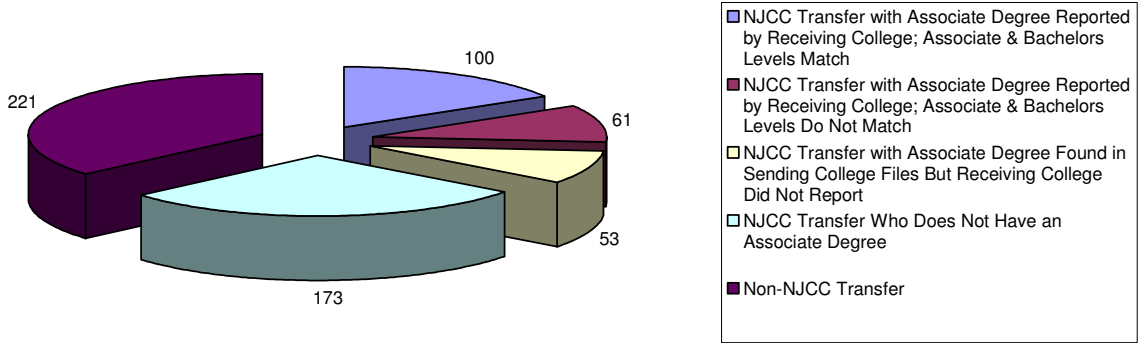
<u>Year</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009*</u>
Undergraduate Total	5,278	5,233	5,188	5,393	5,561	5,776

\* Preliminary Data

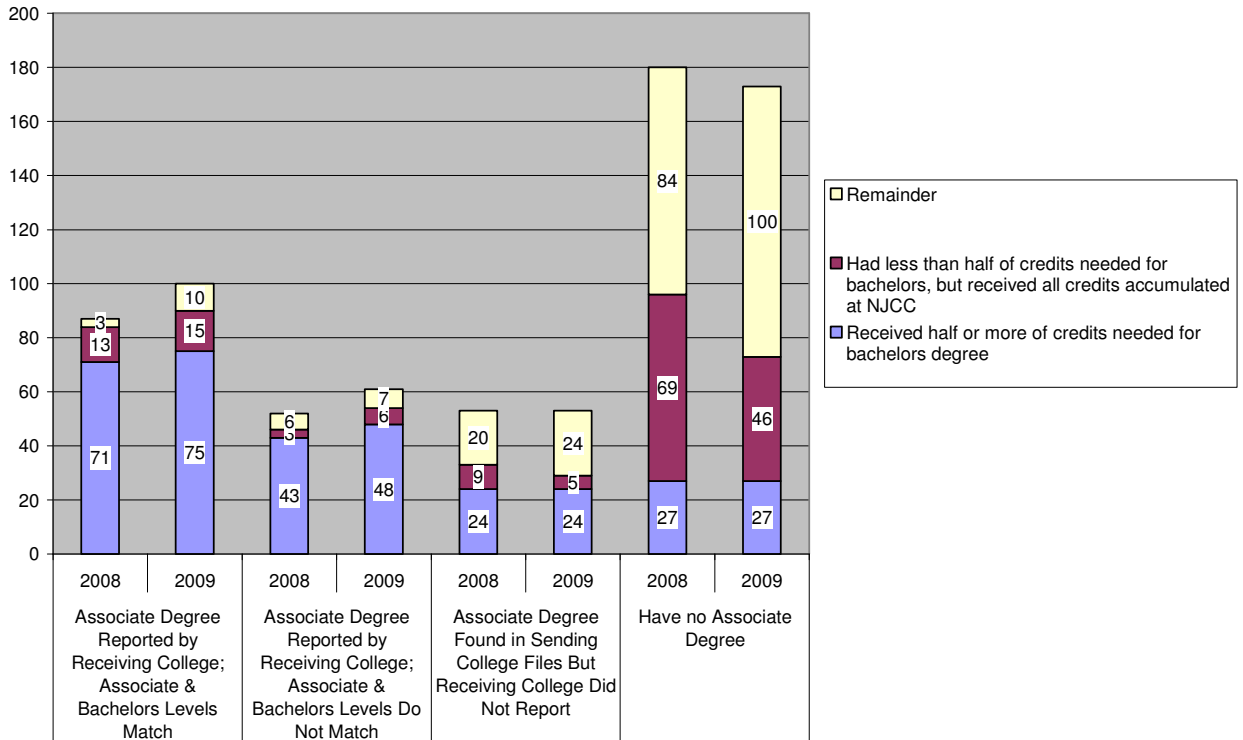
The table below shows six years of new undergraduate transfer fall enrollment.

<u>Year</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Transfer Total	491	472	584	606	621	608

**New Undergraduate Transfers Received by Ramapo College in Fall 2009**



**Ramapo - Comparison of Fall 2008 & 2009 Transfers Received from NJ Community Colleges**



## **Ramapo College's New Jersey Statewide Transfer Agreement Appeals Process**

Students who wish to appeal a perceived misinterpretation of the policies agreed upon in the NJ Statewide Transfer Agreement must submit a written appeal to the Director of the Center for Academic Advising/First Year Experience (CAAFYE) within 30 days of receiving his/her credit evaluation.

The appeal will be reviewed by the College's NJSTA appeals committee. The CAAFYE director will then provide a decision to the student within 14 days of receipt of the appeal. Appeals should be submitted electronically to [caafye@ramapo.edu](mailto:caafye@ramapo.edu). They must include the reason for the appeal and any needed documentation supporting the request.

All decisions will be communicated to the student via the student's Ramapo College email account, which requires the student to establish and regularly maintain a Ramapo e-mail account prior to submitting the appeal.

The Richard Stockton College of New Jersey (Stockton)

Stockton was founded in 1971. It is located in Pomona in Atlantic County.

Stockton offers 41 bachelor's degree programs.

Undergraduate enrollment in fall 2008 was 6,671 students: 5,902 full-time and 769 part-time.

The racial composition of the undergraduate population in fall 2008 was 77.7% White; 8.0% Black; 6.2% Hispanic; 5.3% Asian; 0.5% American Indian; 0.4% Alien; and 2.0% Unknown.

The table below shows six years of undergraduate fall enrollment.

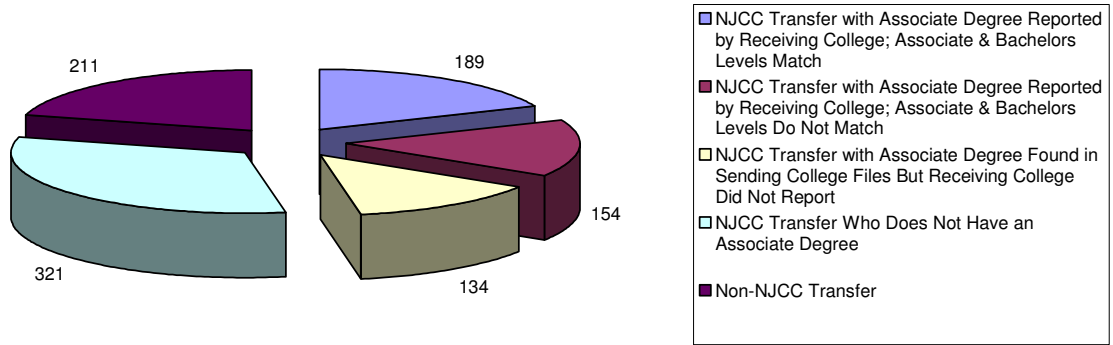
Year	2004	2005	2006	2007	2008	2009*
Undergraduate Total	6,578	6,571	6,726	6,767	6,671	6,813

\* Preliminary Data

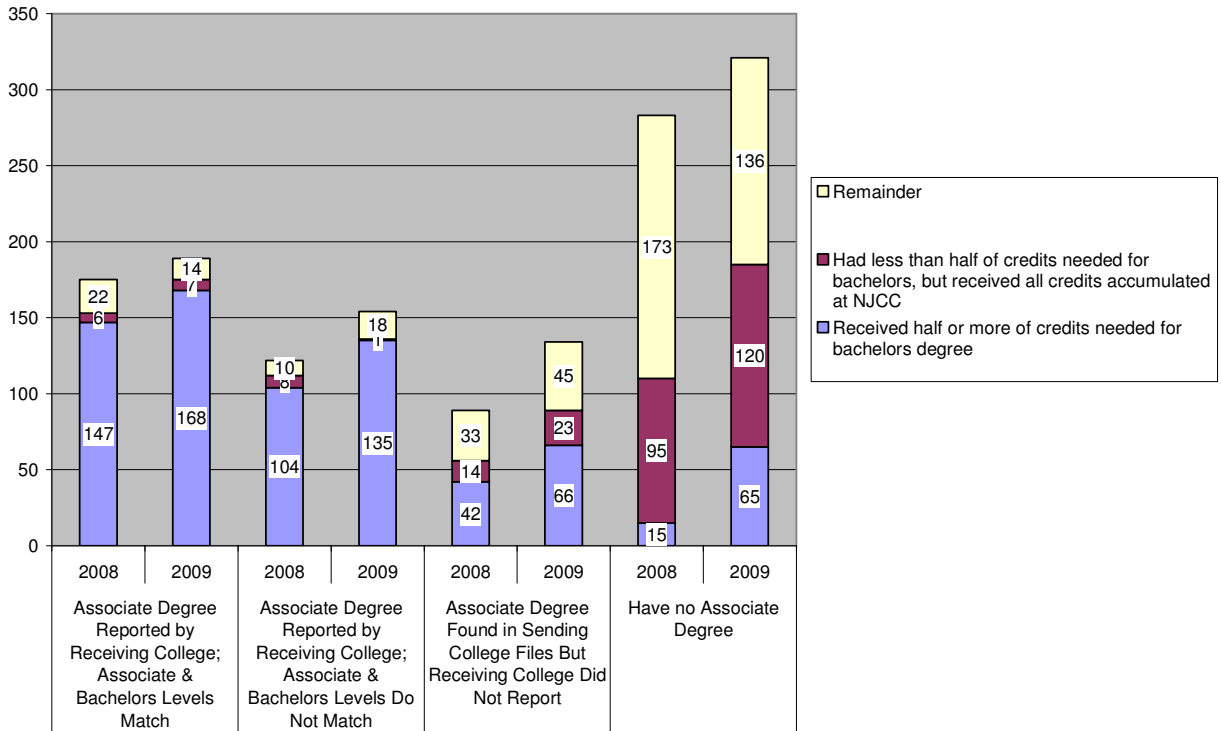
The table below shows six years of new undergraduate transfer fall enrollment.

Year	2004	2005	2006	2007	2008	2009
Transfer Total	865	868	1,019	987	846	1,009

**New Undergraduate Transfers Received by Richard Stockton College in Fall 2009**



**Stockton - Comparison of Fall 2008 & 2009 Transfers Received from NJ Community Colleges**



The Richard Stockton College of New Jersey (Stockton)

**Appeal Process** A student who wishes to appeal a decision regarding the acceptance of transfer credits must file a written appeal with the Office of the Provost. Such an appeal must be submitted by the student within 30 days of receiving the decision in question. The Provost or his/her designee will provide a decision to the student within 60 days of receipt of the appeal, and this decision is final. For students who appeal under the conditions of the State-Wide Agreement, the relevant community college will be informed of the nature of the appeal and the decision.

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The Richard Stockton College of NJ, PO Box 195, Pomona, NJ 08240  
609-652-1776



## Rowan University

Founded in 1923 as a normal school, Rowan University (formerly Glassboro State College) is a comprehensive university. In July 1992, industrialist Henry Rowan and his wife, Betty, donated \$100 million to the institution. Later that year, the school changed its name to Rowan College of New Jersey. The college achieved university status in 1997 and changed its name to Rowan University. It is located in Glassboro in Gloucester County.

Rowan offers 53 bachelor's degree programs.

Undergraduate enrollment in fall 2008 was 9,036 students: 7,869 full-time and 1,167 part-time.

The racial composition of the undergraduate population in fall 2008 was 76.8% White; 8.5% Black; 6.8% Hispanic; 2.7% Asian; 0.3% American Indian; 1.6% Alien; and 3.2% Unknown.

The table below shows six years of undergraduate fall enrollment.

<u>Year</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009*</u>
Undergraduate Total	8,385	8,484	8,430	8,912	9,036	9,665

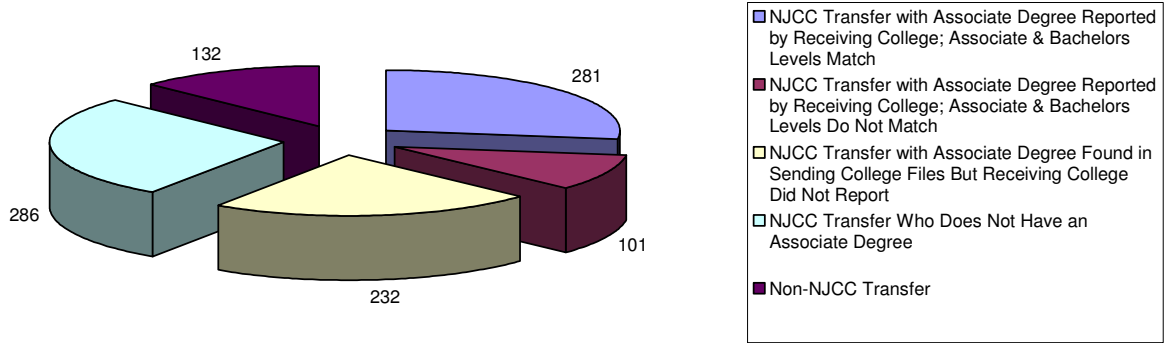
\* Preliminary Data

The table below shows six years of new undergraduate transfer fall enrollment.

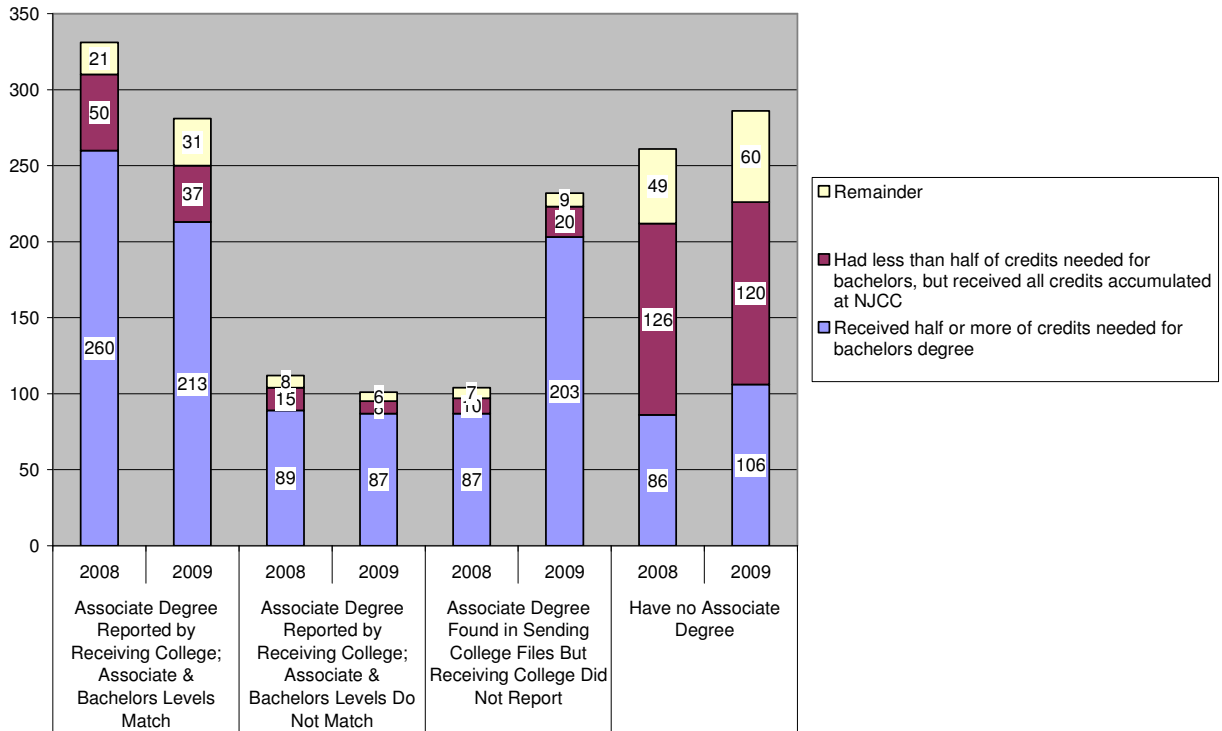
<u>Year</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Transfer Total	682	826	807	930	942**	1,032

\*\*For this institution, the date the fall enrollment file was created differs from the date the new transfer file was created. This timing issue creates the number discrepancy between the total transfers in 2008 shown here and the total of numbers shown on the pie chart.

### New Undergraduate Transfers Received by Rowan University in Fall 2009



### Rowan - Comparison of Fall 2008 & 2009 Transfers from NJ Community Colleges





## NJ Statewide Transfer Agreement Appeals Process

Students who have earned an Associate Degree from an accredited New Jersey Community College, have presented an official credential indicating award of an AA or AS degree, have received a Rowan University transfer credential evaluation and program guide, and wish to discuss the allocation of credits may consult their program advisor. Should this initial consultation fail to adequately resolve student concerns, the student has the right to petition the Rowan University's Transfer Agreement Appeals Committee by submitting an official request to appeal to the student's Academic Chair. Appeals will be considered within thirty days of filing.

(This process is separate and apart from the process required to initiate a request for course substitutions or waivers. Students wishing to make such a request should consult their academic advisor.)

### Appeals procedure:

Appeals must include detailed reference to perceived contradictions between points and passages within the Statewide Agreement and the credential evaluation, the desired outcome, and supporting documentation to verify course credit and placement.

All appeals must be submitted to the Academic Chair of your major and discipline.

The petition will be reviewed by the student's Associate Dean, Academic Chair, the Academic Chair(s) under which the course(s) would be delivered within Rowan, and University Registrar.

Appeals will be considered within thirty days of receipt by the Academic Chair. The petition to appeal must be submitted to the chair within thirty days of receiving the initial evaluation of transfer credit. The Appeals Committee will respond to the student's petition and will *include the actual date it is filed with the University*. All decisions will be communicated to the student via the student's University email address. The community college listed within the appeal may be issued a copy of the appeal decision.

---

**Community College:** \_\_\_\_\_

**Degree Earned:** \_\_\_\_\_

By signing below, I attest to having read the COMPREHENSIVE STATE-WIDE TRANSFER AGREEMENT <http://www.njpc.org/newsandupdates/comprehensiveTransferApproved.html> or <http://www.state.nj.us/highereducation/PDFs/XferAgreementOct08.pdf>

**Name:** \_\_\_\_\_

**Rowan ID :** \_\_\_\_\_ **Rowan Major:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Rutgers, The State University of New Jersey (Rutgers)

Founded in 1766 as Queens College, Rutgers is a comprehensive public research university. Rutgers grew to become the land-grant college of New Jersey in 1864 and to assume full university status in 1924. The University of Newark merged with Rutgers in 1946, and the College of South Jersey in Camden joined in 1950. Its main campus is in New Brunswick in Middlesex County. It has two additional major campus locations in Camden and Newark.

Undergraduate enrollment for all campuses in fall 2008 was 38,902 students: 35,015 full-time and 3,887 part-time.

The racial composition of the undergraduate population in fall 2008 was 48.2% White; 11.2% Black; 11.0% Hispanic; 22.7% Asian; 0.2% American Indian; 1.6% Alien; and 5.1% Unknown.

Rutgers University-New Brunswick

Rutgers-New Brunswick offers 104 bachelor's degree programs.

Undergraduate enrollment in fall 2008 was 28,031: 26,434 full-time and 1,597 part-time.

The racial composition of the undergraduate population in fall 2008 was 51.4% White; 8.7% Black; 9.3% Hispanic; 24.5% Asian; 0.2% American Indian; 1.7% Alien; and 4.2% Unknown.

The table below shows six years of undergraduate fall enrollment.

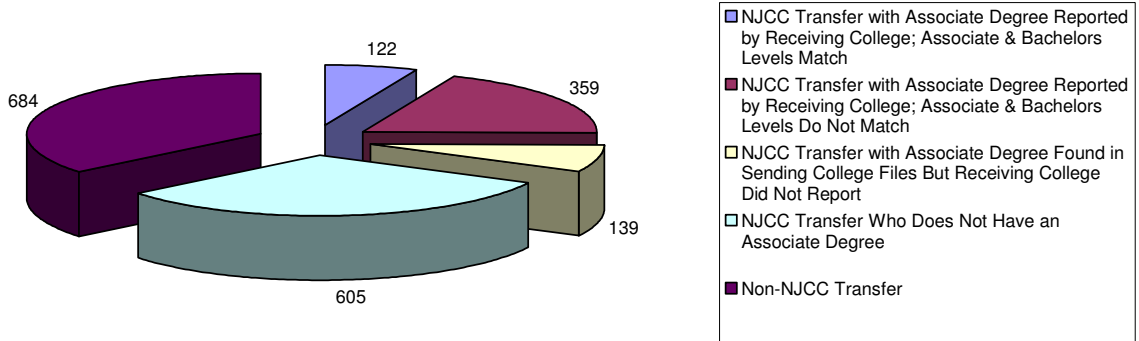
<u>Year</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009*</u>
Undergraduate Total						
Rutgers-New Brunswick	26,813	26,713	26,691	26,829	28,031	29,095

\* Preliminary Data

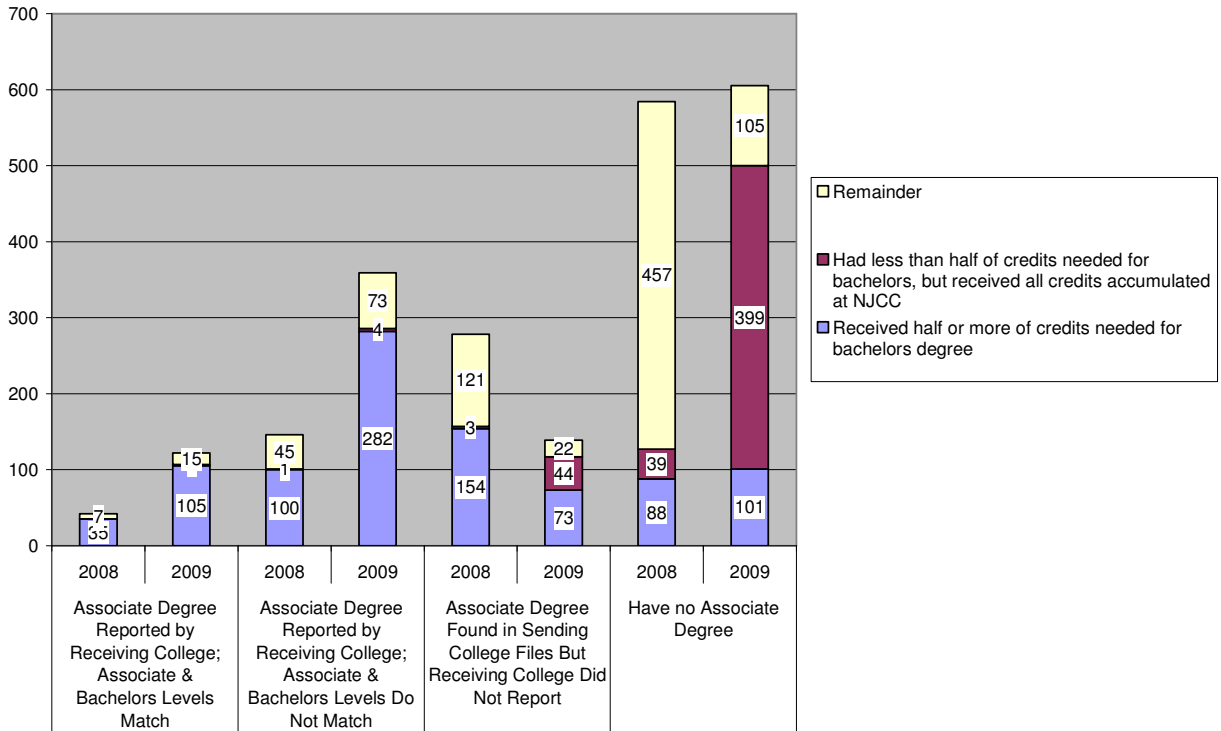
The table below shows six years of new undergraduate transfer fall enrollment.

<u>Year</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Transfer Total						
Rutgers-New Brunswick	1,895	1,759	1,850	1,477	1,694	1,909

**New Undergraduate Transfers Received by Rutgers University- New Brunswick Campus in Fall 2009**



**Rutgers-New Bruns - Comparison of Fall 2008 & 2009 Transfers from NJ Community Colleges**



## Rutgers University-Newark

Rutgers-Newark offers 60 bachelor's degree programs.

Undergraduate enrollment in fall 2008 was 7,001: 5,475 full-time and 1,526 part-time.

The racial composition of the undergraduate population in fall 2008 was 26.5% White; 18.6% Black; 19.7% Hispanic; 23.5% Asian; 0.2% American Indian; 2.1% Alien; and 9.4% Unknown.

The table below shows six years of undergraduate fall enrollment.

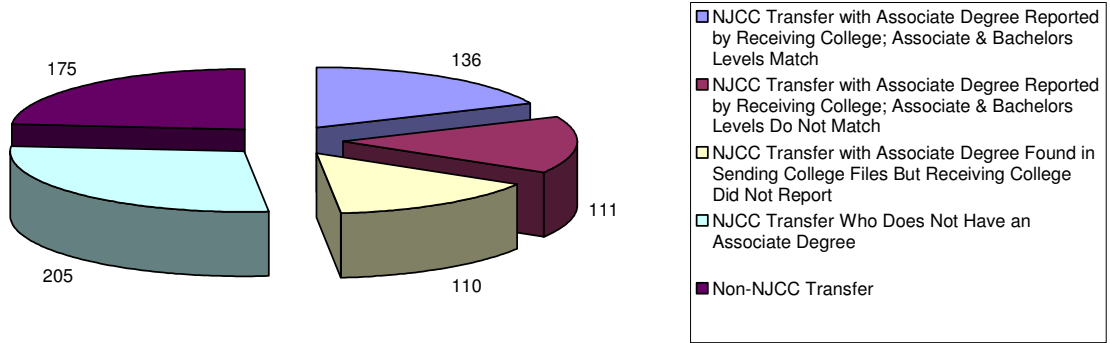
<u>Year</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009*</u>
Undergraduate Total						
Rutgers-Newark	6,608	6,513	6,503	6,685	7,001	7,307

\* Preliminary Data

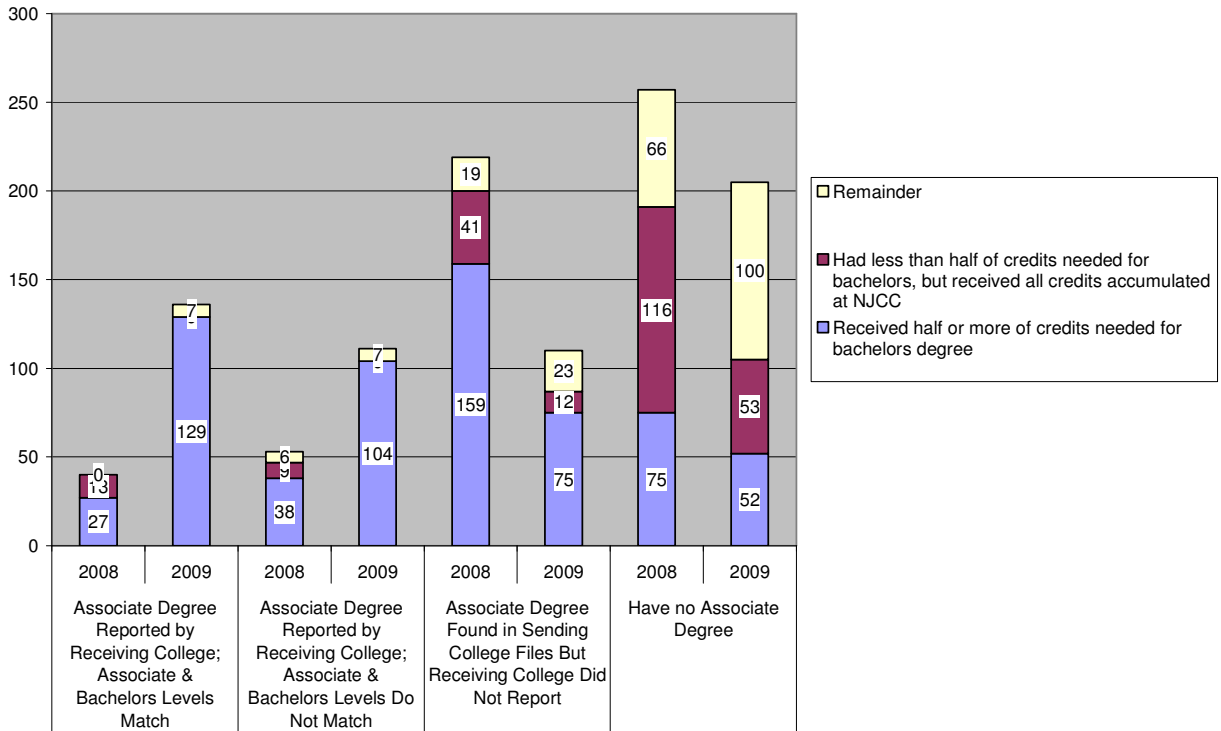
The table below shows six years of new undergraduate transfer fall enrollment.

<u>Year</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Transfer Total						
Rutgers-Newark	512	573	650	692	763	737

**New Undergraduate Transfers Received by Rutgers University- Newark Campus in Fall 2009**



**Rutgers-Newark - Comparison of Fall 2008 & 2009 Transfers from NJ Community Colleges**





Rutgers University–Camden

Rutgers-Camden offers 36 bachelor’s degree programs.

Undergraduate enrollment in fall 2008 was 3,870: 3,106 full-time and 764 part-time.

The racial composition of the undergraduate population in fall 2008 was 63.8% White; 16.2% Black; 8.0% Hispanic; 7.8% Asian; 0.2% American Indian; 0.5% Alien; and 3.5% Unknown.

The table below shows six years of undergraduate fall enrollment.

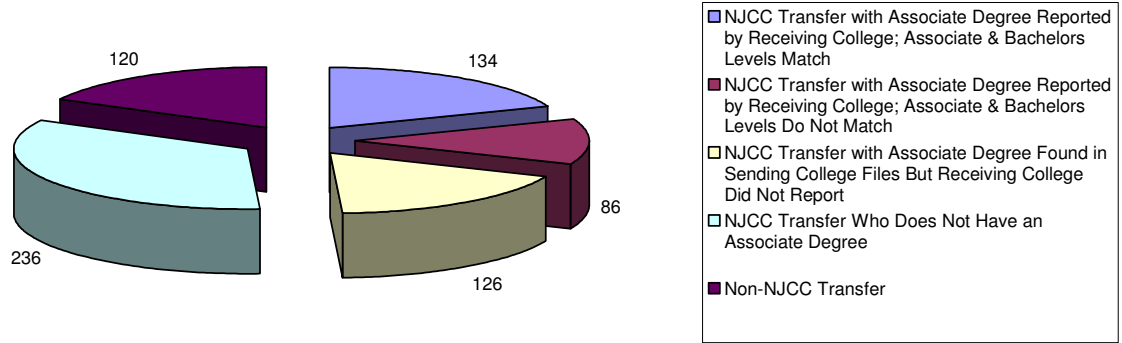
<u>Year</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009*</u>
Undergraduate Total						
Rutgers-Camden	4,007	3,846	3,694	3,690	3,870	4,121

\* Preliminary Data

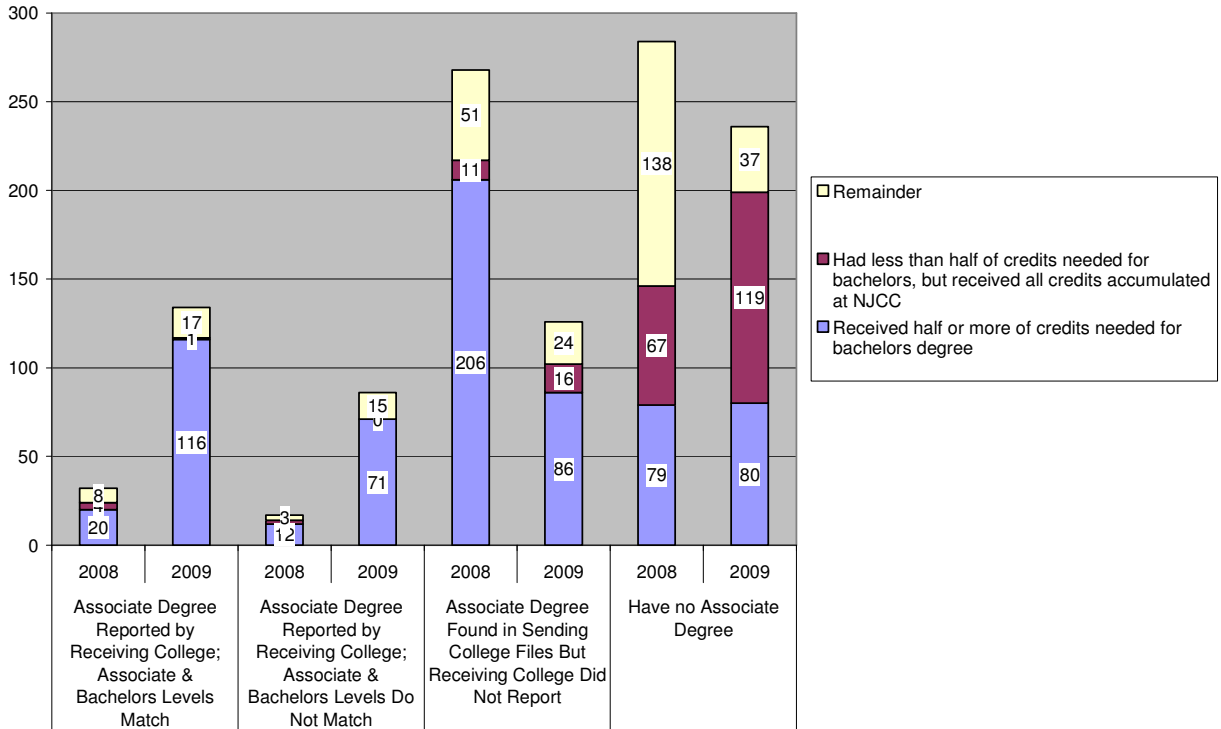
The table below shows six years of new undergraduate transfer fall enrollment.

<u>Year</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Transfer Total						
Rutgers-Camden	566	573	590	581	719	702

**New Undergraduate Transfers Received by Rutgers University- Camden Campus in Fall 2009**



**Rutgers-Camden - Comparison of Fall 2008 & 2009 Transfers from NJ Community Colleges**



### **Transfer Evaluation Appeals for Students Transferring from NJ Community Colleges**

Students who wish to appeal their New Jersey Community College transfer evaluation to the School of Arts and Sciences must do so within 30 days of receiving their Official Transfer Summary Report.

Students should first refer to [NJTransfer.org](http://NJTransfer.org) to determine the proper evaluation of any given course offered at a New Jersey Community College. If the transfer evaluation and [NJTransfer.org](http://NJTransfer.org) are in disagreement the student should notify Dean Robin Diamond at the SAS Transfer Center via email at [transfers@sas.rutgers.edu](mailto:transfers@sas.rutgers.edu). The email should include the student name, RUID, and the specific information detailing the error. All clerical errors will be corrected promptly and the student will be notified by return email within 30 days.

If the student is appealing the nature of the evaluation as correctly stated on [NJTransfer.org](http://NJTransfer.org), they shall submit a completed copy of the [Transfer Course Departmental Evaluation](#) with an attached syllabus of the course in question to the Undergraduate Director of the specific academic department in which transfer credit is sought. If the department agrees that the evaluation for the course needs to be updated they will notify the SAS Transfer Center. Upon such written notification, [NJTransfer.org](http://NJTransfer.org) will be updated appropriately and the student record will be adjusted accordingly within 30 days of receipt of notification from the academic department.

### **Transfer Evaluation Appeals for Students Transferring from Schools Other than NJ Community Colleges**

Students shall submit a completed copy of the [Transfer Course Departmental Evaluation](#) with an attached syllabus of the course in question to the Undergraduate Director of the specific academic department in which transfer credit is sought. If the department agrees that the evaluation for the course needs to be updated they will notify the SAS Transfer Center. Upon such written notification, the student's record will be adjusted accordingly within 30 days of receipt of notification from the academic department.

The College of New Jersey (TCNJ)

Founded in 1855, as the New Jersey State Normal School, The College of New Jersey (formerly Trenton State College) is located in Ewing Township in Mercer County.

The College of New Jersey offers 51 bachelor's degree programs.

Undergraduate enrollment for fall 2008 was 6,244 students: 6,057 full-time and 187 part-time.

The racial composition of the undergraduate population in fall 2008 was 68.3% White; 6.7% Black; 8.7% Hispanic; 6.2% Asian; 0.1% American Indian; 0.2% Alien; and 9.8% Unknown.

The table below shows six years of undergraduate fall enrollment.

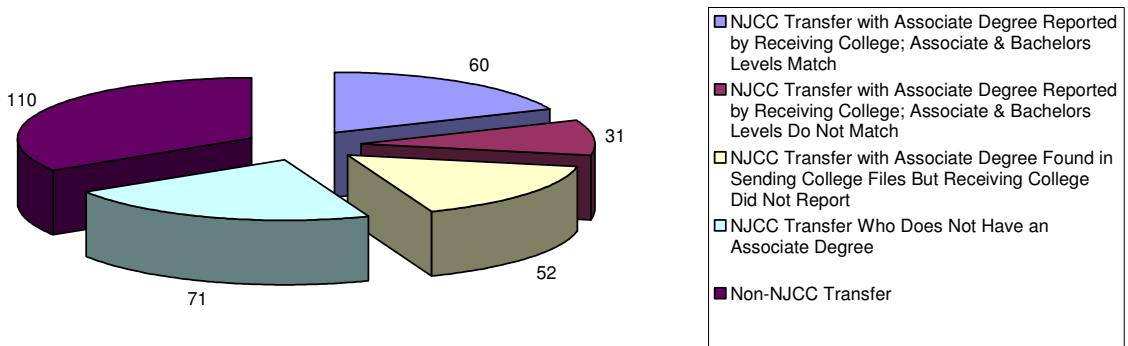
Year	2004	2005	2006	2007	2008	2009*
Undergraduate Total	5,918	5,895	6,094	6,205	6,244	6,237

\* Preliminary Data

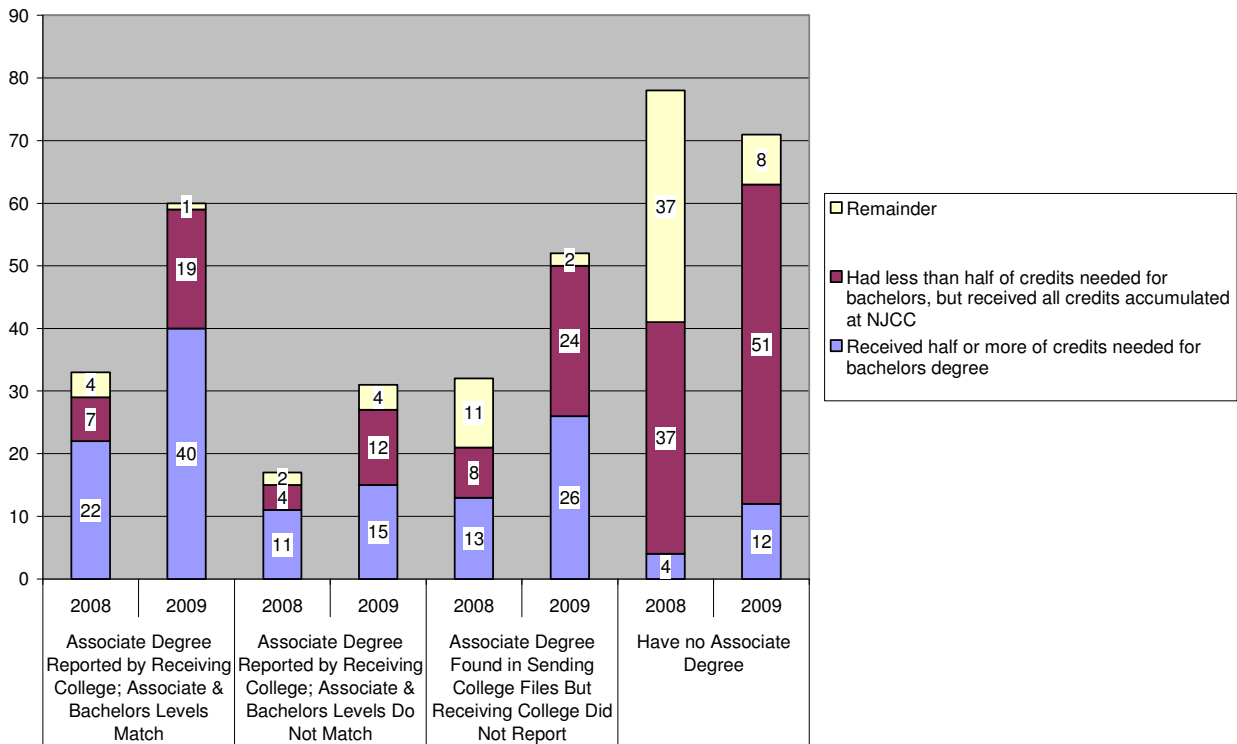
The table below shows six years of new undergraduate transfer fall enrollment.

Year	2004	2005	2006	2007	2008	2009
Transfer Total	234	259	320	273	262	324

**New Undergraduate Transfers Received by The College of New Jersey in Fall 2009**



**TCNJ - Comparison of Fall 2008 & 2009 Transfers Received from NJ Community Colleges**



COMPREHENSIVE STATE-WIDE TRANSFER AGREEMENT:

**STUDENT APPEAL PROCESS**

This process applies only to students transferring to The College of New Jersey who have completed Associates in Arts (AA) or Associates in Science (AS) degrees from New Jersey public community colleges. The agreement makes it possible for students with AA and AS degrees to transfer into TCNJ with their first two years complete, including all liberal learning (general education) requirements, except when specific courses for major requirements, prerequisites, certification, or accreditation are not included among those completed at the community college. The entire agreement can be found at the link below.

Students wishing to appeal decisions about transfer of credits believed not to be consistent with the agreement must do so in writing within 30 days of receiving the evaluation of transfer credit using one of the forms linked below. This appeal must be addressed to the Director of Records and Registration, who will convene a committee consisting of representatives from the offices of Academic Affairs, Liberal Learning, and Records and Registration. That committee will render a decision with a rationale within 60 days of the receipt of the appeal. The decision of the College is final. The relevant community college will be informed of the nature of the appeal and the College's decision.

November 2008

View the full agreement here:

[Comprehensive Statewide Transfer Agreement](#)

Download the appeal form here:

[Transfer Appeals Form 2-2 \(PDF\)](#)

[Transfer Appeals Form 2-2 \(Word Document\)](#)

## Thomas Edison State College (TESC)

Founded in 1972, Thomas Edison State College is the state college in New Jersey that provides collegiate learning opportunities for self-directed adults. At Thomas Edison State College, students earn credit through a variety of methods, including online courses, guided independent study, examination programs, transferring credits earned from other regionally accredited institutions, earning credit for professional and/or military training, and by demonstrating college-level knowledge acquired outside a traditional classroom. It is located in Trenton in Mercer County.

Thomas Edison State College offers 16 bachelor's degree programs.

Undergraduate enrollment for fall 2008 was 16,797 students; all were reported as part-time students.

The racial composition of the undergraduate population in fall 2008 was 59.6% White; 15.8% Black; 7.9% Hispanic; 2.7% Asian; 1.0% American Indian; 1.7% Alien; and 11.3% Unknown.

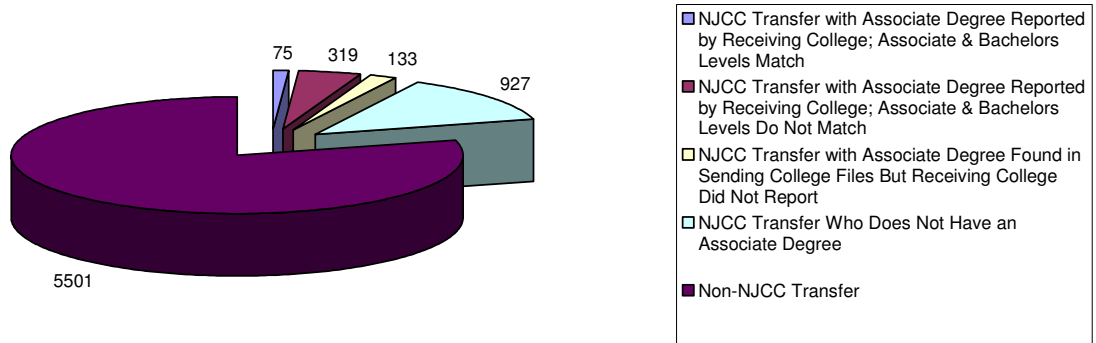
The table below shows six years of undergraduate fall enrollment.

<u>Year</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009*</u>
Undergraduate Total	10,750	10,906	12,733	15,963	16,797	17,320

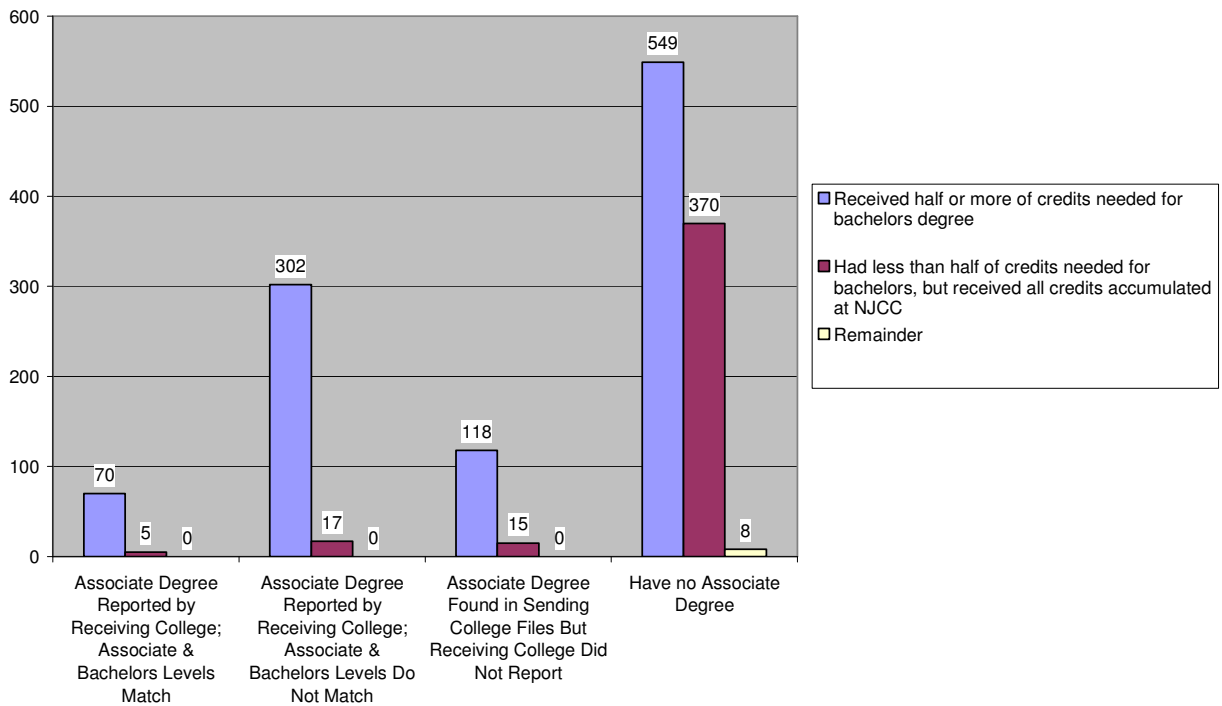
\* Preliminary Data

1. Thomas Edison State College reports 6,955 “transfer” students; all were reported as part-time students. However, it is important to note that these students are not transfer students in the traditional sense. These students represent students who were “new to the College”. They are included under the “transfer” designation because they usually bring in credit from other institutions to be considered as transfer credit toward their degree at Thomas Edison State College. The College does not have a transfer application. The focus is on the individual course credits transferred, not the transfer status of the students. The data represent the number of degree credits that were evaluated by the College for credit; it does not represent the number of credits that were accepted by Thomas Edison State College.

**New Undergraduate Transfers Received by Thomas Edison College in Fall 2009**



**New Undergraduate Transfers from NJ Community Colleges to Thomas Edison State College, Fall 2009**





# New Jersey Statewide Transfer & Articulation Agreement Appeals Process

Thomas Edison State College has implemented the New Jersey Statewide Transfer and Articulation Agreement policies as a transfer resource to support course transfer decisions made by the College. The College provides an appeal process for students to request reconsideration of these policies. This appeal process is featured on the College's website and in the College *Catalog*. Questions regarding the appeal process can be forwarded to the Office of the Registrar by phone at (609) 984-1180 or by e-mail at [registrar@tesc.edu](mailto:registrar@tesc.edu)

## Procedures and Appeal Guidelines

### *Review Procedures*

Undergraduate students who disagree with any portion of their transfer credit evaluation should submit a written request for review by U.S. mail to: Office of the Registrar, Thomas Edison State College, 101 W. State Street, Trenton, N.J. 08008-1176

Requests may also be made via e-mail by contacting [registrar@tesc.edu](mailto:registrar@tesc.edu).

The request for review should include the following information:

- Your full name
- Thomas Edison State College student ID number
- Mailing address and phone number
- Email address
- Detailed narrative to include supporting rationale and reason for appeal
- Documentation which supports the request. This could include course descriptions, course syllabus, course objectives, learning outcomes, transcripts or other relevant information

Students have 30 calendar days from receipt of the academic evaluation to file an appeal. Thomas Edison State College's Registrar will conduct a review of the credit evaluation and respond to the student in writing with a decision.

### *Formal Appeals*

Undergraduate students not satisfied with the Registrar's determination or who believe that the decision is not consistent with the Statewide Transfer and Articulation Agreement may appeal in writing to the Vice Provost for Learner Services within 30 calendar days of receipt of the decision of the Registrar. The appeal should contain the same information required for the Registrar's Review (see above) along with any additional explanations or arguments the student wishes to have considered.

The Vice Provost for Learner Services will refer the matter to either the Student Appeals or appropriate Academic Appeals Committee. The Committee will meet to consider the appeal within 30 calendar days of receipt. The Committee may affirm, reject, modify, or adjust the transfer credit evaluation as they deem appropriate. The Committee will inform the student, in writing, of its decision. The Chairperson of the Committee shall also inform the Provost of their decision. The decision of the Committee is final and may not be appealed within the institution.

University of Medicine & Dentistry of New Jersey (UMDNJ)

Founded in 1970 as the College of Medicine and Dentistry of New Jersey, the University of Medicine and Dentistry of New Jersey is a public research health sciences institution encompassing the medical, dental, allied health, nursing, public health and biomedical sciences disciplines. Its main campus is in Newark in Essex County. It has four additional major campuses in Camden, New Brunswick, Piscataway and Stratford.

The University of Medicine and Dentistry of New Jersey offers twelve bachelor's degree programs.

Undergraduate enrollment in fall 2008 was 801 students: 438 full-time and 363 part-time.

The racial composition of the undergraduate population in fall 2008 was 43.1% White; 20.1% Black; 9.5% Hispanic; 13.4% Asian; 0.0% American Indian; 2.6% Alien; and 11.4% Unknown.

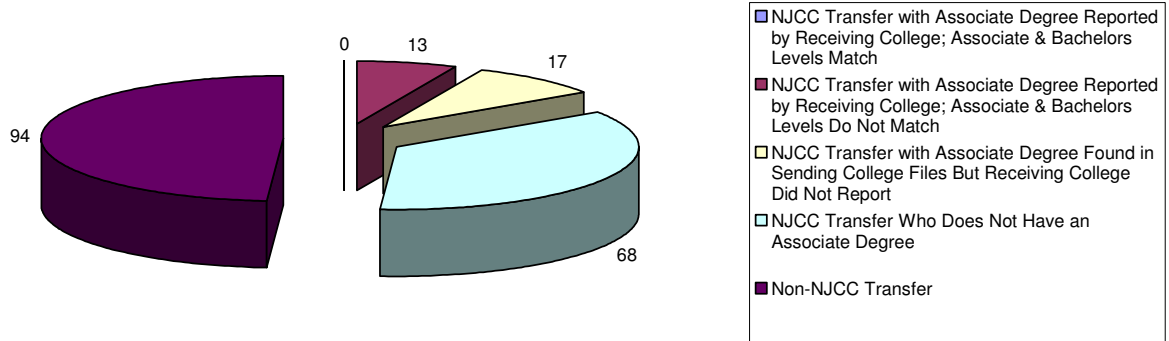
The table below shows six years of undergraduate fall enrollment.

<u>Year</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009*</u>
Undergraduate Total	896	994	846	900	801	777

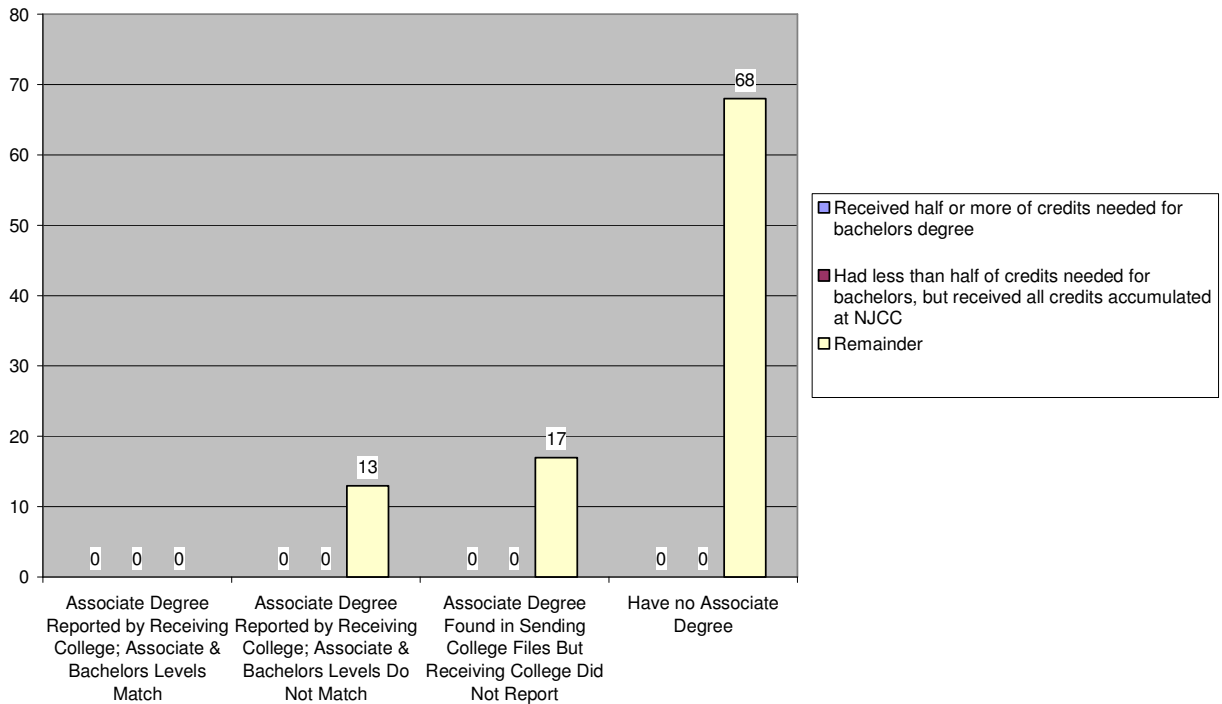
\* Preliminary Data

The University of Medicine and Dentistry of New Jersey reported 192 transfer students: 134 full-time and 58 part-time.

**New Undergraduate Transfers Received by the University of Medicine & Dentistry of NJ in Fall 2009**



**New Undergraduate Transfers from NJ Community Colleges to the University of Medicine & Dentistry of NJ, Fall 2009**



# **STUDENT HANDBOOK**

## **2009 - 2010**

### **TRANSFER CREDIT**

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 Academics of 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. Please refer to the Transfer Credit Policy on the website.

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

William Paterson University (WPU)

Founded in 1855, William Paterson University began as a normal school. It is now a comprehensive institution with programs in the liberal arts and sciences, education, business, health professions, communication and the arts. It is located in Wayne in Passaic County.

WPU offers 45 bachelor's degree programs.

Undergraduate enrollment in fall 2008 was 8,741 students: 7,241 full-time and 1,500 part-time.

The racial composition of the undergraduate population in fall 2008 was 53.0% White; 13.9% Black; 18.1% Hispanic; 5.9% Asian; 0.1% American Indian; 0.9% Alien; and 8.1% Unknown.

The table below shows six years of undergraduate fall enrollment.

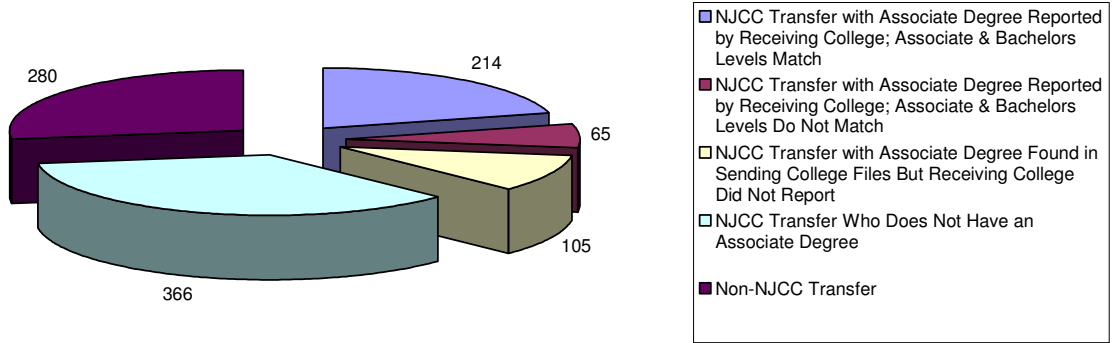
Year	2004	2005	2006	2007	2008	2009*
Undergraduate Total	9,418	9,110	8,862	8,830	8,741	9,179

\* Preliminary Data

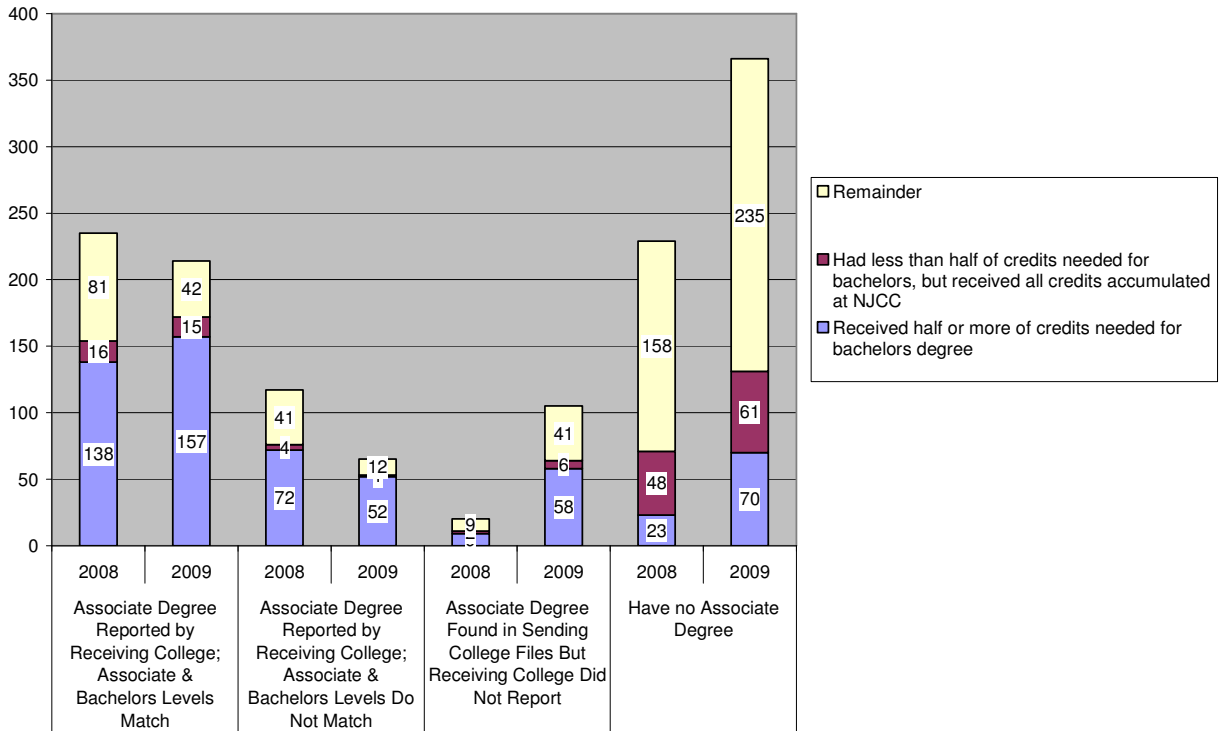
The table below shows six years of new undergraduate transfer fall enrollment.

Year	2004	2005	2006	2007	2008	2009
Transfer Total	967	822	730	902	863	1,030

**New Undergraduate Transfers Received by William Paterson University in Fall 2009**



**Wm. Paterson - Comparison of Fall 2008 & 2009 Transfers Received from NJ Community Coll.**



## **New Jersey Statewide Transfer Agreement Appeals Process**

This process addresses the concern of students holding A.A. or A.S. degrees who feel that they have not received an accurate and complete transfer evaluation under the terms of the New Jersey Statewide Transfer Agreement (<http://www.state.nj.us/highereducation/PDFs/XferAgreementOct08.pdf>). Appeals must be filed within thirty (30) days of the students' receipt of the evaluation. The University will respond to request additional information, if needed, within fifteen (15) business days. Appeals decisions will be communicated to the student's WPUNJ.edu email address within sixty days of posting, whether, additional material has been provided or not.

All appeals must be submitted electronically (by email) to the Transfer Appeal Coordinator at [njtransferappeals@wpunj.edu](mailto:njtransferappeals@wpunj.edu).

### **The appeal should contain the following information:**

Name of student (full name)

WPUNJ.edu e-mail address\*

WPUNJ Student Number (855 number)

Name of Community/County College Attended

Statement of not more than 250 words of the basis of the appeal

(\*Because different students may have the same name, additional identifying features may be used in the address to distinguish between individuals. Be sure to supply your full WPUNJ e-mail address. WPUNJ e-mail is an official means of communication for University business.)

## COMPREHENSIVE STATE-WIDE TRANSFER AGREEMENT

(Adopted by NJPC – 9/22/08)

**PURPOSE:** Seamless transition from public associate to public baccalaureate degree programs and supporting the successful acquisition of baccalaureate degrees by transfer students.

### **A. TRANSFER – with an A.A. or A.S. degree**

#### General Principles:

1. An A.A. or A.S. degree from a New Jersey community college will be fully transferable as the first two years of a baccalaureate degree program at New Jersey public four-year institutions.
2. Students transferring with an A.A. degree into a B.A. program or an A.S. degree into a B.S. program will have accepted for transfer exactly half of the credits required for the basic four-year degree and will have exactly half of the-credits to complete at the four-year institution. Such students will have Junior status upon enrollment at the four-year institution. *[For example, at William Paterson, where the basic four-year degree is 128 credits, the transfer student's A.A. or A.S. degree will transfer in exactly 64 credits, and the student will have exactly 64 credits remaining to complete at William Paterson for the degree. At Montclair State, where the basic four-year degree is 120 credits, the transfer student's A.A. or A.S. degree will transfer in exactly 60 credits, and the student will have exactly 60 credits remaining to complete at Montclair State for the degree.]*
3. Such transfer students will be considered to have completed all lower division General Education requirements.

#### Corollary Principles:

1. It is up to the four-year institution to identify for the student upon admission any requirements in regard to the remaining half of the credits. *[For example, where half of the degree program is equal to 64 credits, the receiving institution might say that the student must complete 36 credits for the major, 6 credits in foreign languages, and 22 elective credits, but the total requirements cannot be more than 64 credits or half of the total degree requirement.]*
2. The only reason a student would be required to take more than the standard half of credits for the four-year degree is if entrance into a required course at the four-year institution requires a prerequisite course which the student has not completed at the community college, and the student cannot fit that prerequisite within the remaining credits to be taken at the four-year institution. The four-year institutions will make such prerequisite information clear so that students can take appropriate coursework at the community college.



3. Transfer students must meet the specific graduation requirements of the four-year institution to which they seek to transfer (for example, foreign language proficiency). In most instances, it is expected that, by careful planning, the transfer student will be able to meet these requirements within their two years' of study at the community college or within the remaining two years' of study at the senior institution. It is the responsibility of the senior institutions to make sure that their specific graduation requirements are clearly announced in catalogs and other relevant materials.
4. 100 and 200 level courses at the community college that deal with the same subject matter as 100 and 200 level courses at the four-year institutions will be accepted as equivalent. *[For example, if Calculus II (a 200 level course) is a prerequisite for enrollment in Linear Algebra (a 300 level course) at the four-year institution, and if the transfer student has taken Calculus II at the community college, they will be able to enroll in Linear Algebra at the four-year institution, no questions asked.]*
5. By definition, 300- and 400-level courses at four-year institutions have no course equivalents at the community colleges. For the purposes of this Agreement, a 300-level course is one that has a prerequisite of 200-level coursework or equivalent prerequisite, such as a placement exam.
6. It is in transfer students' best interests that community college courses be well aligned with the courses offered at the four-year institutions. This alignment is best accomplished by faculty-to-faculty discussions across the institutions in all sectors. To insure that students can prepare themselves well to succeed in baccalaureate coursework, course evaluations that now take place as part of NJTransfer will continue, and the community colleges will advise their students as to which courses will best prepare them for transfer. *[For example, Calculus II, whether taught at a four-year institution or a community college, should generally address Riemann integral applications, transcendental functions, techniques of integration, improper integrals, L'Hospital's rule, and infinite series.]*
7. For five-year programs or other specialized programs where the degree requires more than the standard four-year credit requirement, the transfer student will be required to complete all credits in excess of the 60/64 credits transferred to the institution at the four-year institution, in exactly the same manner as native students. *[For example, for a student transferring to Montclair State into the B.S. program in Physical Education with dual teacher certification in Physical Education and Health, the credit distribution would be 60 credits at the community college and 84 credits at Montclair State to reach the required program total of 144 credits. For a student transferring to Rowan into a Chemical Engineering program the credit distribution would be 60 credits at the community college and 72 credits at Rowan to reach the required program total of 132 credits. As noted in corollary principle 2. above, students who have not completed required prerequisite courses as part of their community college program might have to take additional credits.]*

8. Where program requirements are closely defined by accrediting organizations, regular communication and consultation shall occur between program faculty at the two-year and four-year institutions to facilitate effective and seamless transfer.
9. All decisions made with respect to the transfer process shall be based on the principle of equivalence of expectations and requirements for native and transfer students. *[For example, if a 'D' grade earned by a native student in a specific course is accepted for credit in a specific program, then a 'D' grade earned by a transfer student in the same course would also be accepted for credit in that program. If the 'D' grade is not accepted for native students or for transfer students from other four-year institutions, then it will not be accepted for transfer students from community colleges. Similarly, if a "4" is the minimum AP grade accepted for course credit at a senior institution, then a "4" will be the minimum AP grade accepted by that institution as transfer credit from a community college.]*
10. Transfer students and community colleges are responsible for providing with their transfer applications, through NJTransfer or some other mechanism, transcripts that clearly and accurately designate the specific degree earned by the student, the major, and all courses and course levels and grades attained by the student. All institutions participating in this Agreement are expected to keep course descriptions, prerequisites, and course equivalencies current.

**B. TRANSFER – without an A.A. or A.S. degree**

General Principle: Credits taken at a NJ community college that are applicable to an A.A. or A.S. degree program, up to a maximum of 60-64 credits, shall be transferable to a NJ four-year institution toward a baccalaureate degree program.

Corollary Principles:

1. The admitting senior institution shall designate which of the transfer credits shall be applied to general education requirements, major requirements, graduation requirements, or electives.
2. Once the designation specified in 1. above has occurred, the transfer student will be required to take as many credits as are necessary to complete the general education, major, graduation, and elective requirements remaining and applicable to the particular program of the particular senior institution. The number of remaining credits is, in most instances, likely to exceed 60-64 credits depending on the number of credits eligible for transfer and the applicability of those credits to the particular program the student seeks to enter.
3. For students who submit fully completed applications and associated fees by the senior institution's established admissions deadline, the senior institution shall notify the student, within thirty days of admission, as to the acceptance and designation of transfer credits and as to the remaining credits required for graduation in a specific baccalaureate degree program.
4. Corollary principles A. 3. through A. 10 above shall apply.

## C. ADMISSION

### General Principles:

1. Admission to a four-year college or university will depend, as do all admissions, on the four-year institution's assessment of the overall strength of the student's academic record and the availability of places in the receiving institution. Senior institutions are not expected to exceed their enrollment goals to accommodate transfer students. Admissions decisions are not appealable through the Appeal Process set forth in this Agreement.
2. A transfer student's admission into a particular major will be subject to the specific requirements for admission to that major, consistent with such requirements for native students. (See also A. 1. above.)

## D. GENERAL EDUCATION

General Principle: The community colleges shall require for transfer students a general education program that conforms to parameters that are summarized below:

General Education Goal(s) addressed								Course Categories (Goal Categories)	AA credits	AS credits
1							9	<b>Communication</b> (Written and Oral Com.)	9	6
	2	3	4				9	<b>Mathematics – Science – Technology</b> <b>Mathematics 3-8 cr.</b> (Quant. Knlg. & Skills) <b>Science 3-8 cr.</b> (Sci. Knlg. & Rsng.) <b>Technological Competency or Information Literacy 0-4 cr.</b>	12	9
				5			9	<b>Social Science</b> (Society and Human Behavior)	6	3
					6		9	<b>Humanities</b> (Humanistic Perspective)	9	3
						7	9	<b>History</b> (Historical Perspective)	6	
						8	9	<b>Diversity courses</b> (Global & Cult. Awns.)	3	
Unassigned general education credit										6
<i>General education foundation total</i>									45	30

Gen. Ed. Foundation Course Categories	NJCC Goal Categories*	Course Criteria: Below are brief descriptions of the course criteria for satisfying the requirements. For fuller description see the <b>NJCC GE Course Criteria</b> (August 15, 2007).
1 <b>Communication</b>	1 Written and Oral Communication	An array of courses which prepare students to speak, read, and write effectively. At least two of these must be composition courses for A.A. and A.S. degrees. At least one of these must be a composition course for specialized degree programs and certificates.
2 <b>Mathematics</b>	2 Quantitative Knowledge and Skills	Any college level mathematics course including statistics, algebra, or calculus course(s). These courses should build upon a demonstrated proficiency in basic algebra.
3 <b>Science</b>	3 Scientific Knowledge and Reasoning	Any course(s) in the biological or physical sciences – or non-majors survey course. At least one of these courses must have a laboratory component.
4 <b>Technology</b>	4 Technological Competency or Information Literacy	Any course that emphasizes common computer technology skills (e.g. computer science, information technology) that helps students to access, process, and present information. This component is not required for students who can demonstrate competency.
5 <b>Social Science</b>	5 Society and Human Behavior	Any introductory course(s) from among anthropology, economics, geography, political science, psychology, or sociology.
6 <b>Humanities</b>	6 Humanistic Perspective	Any broad-based course(s) in the appreciation of art, music, or theater; literature; foreign language; history; philosophy and/or religious studies.
7 <b>History</b>	7 Historical Perspective	Any broad-based course(s) or sequence of courses in World, Western, non-Western, or American History.
8 <b>Diversity courses</b>	8 Global and Cultural	Any course whose primary purpose is to expose students to a multicultural society or people possibly within the context of non-introductory study of a foreign language. If this goal is integrated

	Awareness	into one or more general education course(s), the three credits may be moved from this category to another general education category.
	9 Ethical Reasoning and Action	This ethical reasoning and action goal may be infused in any of the above categories. These courses should include the ethical implications of issues and situations.
<b>Note:</b> This document should be used in conjunction with the <b>NJCC GE Learning Goals &amp; Suggested Individual College-wide Learning Obj.</b> (8- 15-2007).		

<b>Programs</b>	<b>Allocation Notes:</b> The credit allocation below is consistent with the 1997 NJCC Gen. Ed. Foundation grid.
AA	The Associate in Arts (AA) program requires 45 semester credits hours of general education coursework from among the indicated categories. A
AS	The Associate in Science (AS) program requires a minimum of 30 semester credits hours from among the indicated categories, with minimum distributions as shown. Beyond these minimums, any 30 credit subset of the AA program credit distribution will be accepted. General education coursework in excess of the 24 credits listed should follow the AA distribution limits.

### Special Provisions for Transfer of Mathematics Courses:

- For students transferring with an A.A. or an A.S. degree, General Education mathematics courses that have a prerequisite of basic algebra shall be included among the courses for which students pursuing non-mathematics-intensive programs are awarded General Education transfer credit.
- In all other circumstances, the policies that apply to native students at the baccalaureate institution shall be applicable to transfer students and shall determine whether a baccalaureate institution does or not accept a specific mathematics course as meeting general education, major, graduation, or elective requirements.
- Each participating institution must ensure that its students are fully advised of the impact of their mathematics course selections in their planning for a major and for transferring credits.

## **E. ASSESSMENT**

1. The Presidents' Council and the Commission on Higher Education will exercise responsibility for monitoring the effectiveness of the Agreement and its implementation.
2. The Commission on Higher Education shall annually collect such data from all participating institutions of higher education as will enable the Commission and the Presidents' Council to assess the effectiveness of the implementation of this Agreement in fostering a seamless transfer process and the academic success of transfer students at the senior institutions. The Commission shall share the data it collects with the Presidents' Council.
3. The Presidents' Council Transfer Committee will assume expanded responsibilities, as set forth in 4. below, and shall include: 3 representatives from among the state colleges and universities; 1 representative from Rutgers; 1 representative from NJIT; 5 representatives from among the community colleges; 1 representative from the proprietary institutions; and one representative from the Commission on Higher Education. Representatives shall be a president, a chief academic officer or an associate chief academic officer, and must be from institutions that are signatories to this Agreement or a related companion agreement. A majority of the representatives from the four-year and from the two-year sectors shall be presidents.

4. Based on the data provided by the Commission on Higher Education, the Transfer Committee will be responsible for:
  - a. In collaboration with the Commission, assessing the effectiveness of the implementation of the Agreement, in particular: (a) the rates of achievement of baccalaureate degrees by transfer students, and (b) the actual implementation of the terms of the Agreement by participating institutions;
  - b. In collaboration with the Commission, recommending to the Presidents' Council any modifications to the Agreement or related procedures;
  - c. Hearing appeals from institutions on behalf of students, as described in the Appeals procedure set forth in Section F below.
  - d. Impaneling ad hoc sub-committees, if and when necessary, to research and make recommendations in regard to specific issues related to transfer.
5. Each institution participating in the Agreement shall appoint and identify a specific individual responsible for overseeing that institution's implementation of the Agreement.

**F. STUDENT APPEAL PROCESS**

Each baccalaureate institution shall have a procedure through which a transfer student can appeal a decision that he/she believes is not consistent with this Agreement. The procedure shall be published in the institution's catalog, student handbook, and website. A student who wishes to appeal a decision must file that appeal with the baccalaureate institution through that procedure. Such appeal must be submitted by the student within 30 days of receiving the decision in question. The baccalaureate institution will provide a decision to the student within 60 days of receipt of the appeal. The decision of the baccalaureate institution is final. The relevant community college will be informed of the nature of the appeal and the decision by the baccalaureate institution.

**G. INSTITUTIONAL RESOLUTION OF DISPUTES REGARDING THE AGREEMENT**

1. If the community college believes the decision of the baccalaureate institution was not consistent with this Agreement, the community college shall consult with the baccalaureate institution and seek to achieve resolution of the matter. If the community college cannot achieve resolution of the matter with the baccalaureate institution, the community college may submit the matter for consideration and recommendation to the Special Transfer Agreement Panel established by the Presidents' Council, as set forth in Section G.2. below. The Panel shall receive relevant documentation and opinions from the baccalaureate institution and the community college, and, if so requested, they shall provide timely response to any additional requests for information from the Panel. The Panel shall make any recommendations in the matter which it deems advisable. Those recommendations shall be forwarded to the institutions concerned and to the Transfer Committee. The Transfer Committee shall report on any Panel recommendations to the Presidents' Council.

2. A Special Transfer Agreement Panel comprised of three persons and three alternates shall be appointed to serve each year by the Presidents' Council. One member and alternate of the Panel shall be former academic officers nominated by the baccalaureate institutions; one member and alternate of the Panel shall be former academic officers nominated by the community colleges; and one member and alternate of the Panel shall be nominated by the Commission on Higher Education. The alternate member shall serve whenever the regular member is unavailable or has a current or prior affiliation with one of the institutions involved in the dispute. The costs of the dispute resolution process shall be borne equally by the institutions involved in the appeal.

#### **H. IMPLEMENTATION DATE AND APPLICABILITY**

This Agreement will take effect for fall term 2008 and will be applicable only to all transfer students entering the senior institution for the first time in Fall 2008 or thereafter and who have earned an A.A. or an A.S. degree from a New Jersey community college in January 2005 or thereafter or who have not earned a degree but seek to transfer credits earned at a New Jersey community college in 2003 or thereafter. Further, the Agreement applies only to students from institutions that conform to the provisions of this Agreement.