

# CREDIT TRANSFER

Transfer students who have been admitted to the University will receive an official transfer credit evaluation. Students who fail to declare attendance at any postsecondary institution where they had been registered automatically waive the right to have that work considered for transfer credit and are subject to disciplinary action and/or suspension. Grades earned at previous institutions are not reflected in the Monmouth University grade point average (GPA). (Education majors may transfer a maximum of six professional credits from a two-year school.) Due to the individual review process required for evaluating music and art course work, students in these disciplines may require an audition or a portfolio review to determine equivalency for certain course work. Students attending an accredited two-year institution in New Jersey may find transfer equivalencies through the New Jersey Transfer Initiative (<http://www.njtransfer.org>).

All candidates for bachelor's degrees must complete the University's general education requirements. Note that the course type(s) associated with a course are specific to course work taken at Monmouth University. Courses earned through transfer equivalency will not automatically earn the course type associated with the Monmouth University course equivalent. For instructions on how to have a transfer course reviewed to fulfill the General Education requirements of Technological Literacy (TL), Reasoned Oral Discourse (RD), Interdisciplinary Studies (ISP), Cultural Diversity (CD), Global Understanding (GU), or Experiential Education (EX), students should contact the Director of Transfer Student Services and Undeclared Students and may also refer to the general education transfer equivalencies (<http://catalog.monmouth.edu/undergraduate-catalog/undergraduate-admission/transfer-applicants/transfer-equivalencies-general-education-requirements/>) for more details. Prospective students may contact the Office of Undergraduate Admission for further information.

***For undergraduate students who attended accredited (by the Commission on Higher Education) two-year community or county colleges, the following applies:***

1. Students transferring from a two-year institution may use up to sixty-nine transfer credits toward a baccalaureate degree at Monmouth University, providing these credits fulfill degree requirements. Students who attended both two-year and four-year institutions may apply a maximum of twenty-one additional credits at the 200-level or higher (as determined by the four-year institution where these courses were taken) toward baccalaureate degree requirements at Monmouth University, providing these credits fulfill degree requirements. Students who attended only a four-year institution may apply a maximum of ninety credits toward a baccalaureate degree at Monmouth University, providing these credits fulfill degree requirements.
2. Full-time students at accredited community or county colleges who have maintained continuous semester-to-semester attendance and who graduate in five or fewer semesters in AA, AS, or AAS (nursing only) degree programs will be considered for acceptance as transfer students at Monmouth University. Provided such students begin their enrollment at Monmouth in the first or second semester immediately following their graduation from the two-year institution, they may elect to follow the Monmouth University curriculum that was in effect at the time they entered the two-year college. Students must request matriculation in the prior catalog by writing to the Office of

the Registrar within the first semester of attendance. Please be aware that accreditation or state mandate may make a program unavailable.

3. All other graduates of accredited community or county colleges who have earned AA or AS degrees (full-time students taking more than five semesters to graduate or part-time students) will be considered for acceptance as transfer students at Monmouth University. Provided such students begin their enrollment at Monmouth in the first or second semester immediately following their graduation from the two-year institution, they may elect to follow the Monmouth University curriculum that was in effect four semesters prior to their enrollment at Monmouth.

***For all other undergraduate students who attended accredited (by the Commission on Higher Education) institutions, courses are transferred as follows:***

1. Only courses in which earned grades were "C" or higher will be accepted. Furthermore:
  - a. No remedial courses will be accepted.
  - b. A maximum of four (4) physical education credits may transfer for non-health physical education majors. Health/Physical Education and Health/Physical Education with an Endorsement in Education majors may transfer six (6) credits in physical education course work.
  - c. No personal development or vocational (e.g., secretarial, automotive) courses, unrelated to degree programs at Monmouth University, will transfer. (The designation "vocational" will be determined by the course description/syllabus, not necessarily by the discipline designation assigned at the previous institution.)
  - d. Courses that are more than five years old may be declined by the major department, but only in cases where the subject matter of these courses has undergone significant and substantial additions/revisions.
  - e. Monmouth will accept transfer credit for classes indicated as "Pass" or "Satisfactory" provided that the sending institution's policy states that the "Pass" or "Satisfactory" grade is equivalent to a grade of "C" or better. Credit for courses from institutions with a policy that also allows "C-" or "D" grades to be included will be evaluated on an individual basis. Students should be prepared to submit additional documentation.
2. Courses will transfer in at the Monmouth University equivalent.
3. Each transfer student must complete at least the last thirty credits at Monmouth University, of which fifteen credits must be in the major. For business administration majors, at least fifty percent of their business requirements (business core and concentration[s]) must be completed at Monmouth University. For other graduation and residency requirements, please refer to the Academic Programs, Support Services, and Regulations (<http://catalog.monmouth.edu/undergraduate-catalog/academic-programs-support-services-regulations/>) section of this Catalog.
4. Students changing majors will have their transfer credits re-evaluated by the new major department.
5. Undergraduate students who attended a study abroad program through their former institutions may be eligible for Experiential Education credit at Monmouth. The student must have earned a minimum of six credits at the foreign institution, with grades of "C" or better. The study abroad courses must be noted on the academic transcript of the American institution and annotated as "study abroad." See the Office of the Registrar for additional information.

***For undergraduate students who attended non-foreign, nonaccredited programs:***

Courses other than nursing courses will transfer automatically only if a formal document of course equivalencies exists that was previously adopted by the University. When a formal document does not exist, courses taken in these nonaccredited programs will be evaluated on a case-by-case basis by the appropriate departments to determine acceptability for transfer. In all instances, conditions one through four above apply.

Nursing courses will transfer as described within the Nursing and Health Studies section of this Catalog. Non-nursing majors who have graduated from a diploma nursing school may transfer nursing courses by taking as many as four ACT/PEP tests as specified by the School of Nursing and Health Studies at Monmouth University. Each successfully passed examination may transfer as eight credits (8) of lower-division nursing courses. These credits may apply to the requirements of the major program as applicable. Students should consult with their major department chair for details.

***For undergraduate students who attended foreign institutions:***

The Monmouth University Transcript Evaluator will evaluate credits submitted from foreign institutions. Transcripts that are not in English must be translated and evaluated by a reputable credential evaluation service, including members of the National Association of Credential Evaluation Services (NACES). Course descriptions in English must accompany transcripts. In all instances, conditions one through four above apply to foreign courses. Students may, upon request, be required to have previous academic work validated, at the students' expense, through an outside credential evaluation service.

***For undergraduate students who have served in the military:***

Students who have completed basic training in any of the Armed Forces will automatically receive one (1) credit in physical education activities and one (1) credit of health by virtue of that experience and presentation of official discharge documentation. Other credits earned while in the military may be considered for transfer credit upon presentation of official military transcript documentation to the Office of Undergraduate Admission.

## **Police Academy Transfer Policy**

Students who successfully complete a New Jersey Police Academy program prior to enrolling in Monmouth University will be awarded six (6) Monmouth University credits (CJ-101 Introduction to Criminal Justice (3 cr.), and CJ-225 Law Enforcement (3 cr.)). Once matriculated into Monmouth University, no police academy credits will be awarded to students who subsequently enter a New Jersey Police Academy.

## **Emergency Medical Technician (EMT) Training Credit**

Students who successfully complete EMT training will be awarded five (5) total Monmouth University credits – three (3) credits of Biology free electives (and two (2) credits for PE-201 First Aid/CPR/AED Certification (2 cr.)). Students wishing to be awarded credit should present an active certification identification card to the Transcript Credit Evaluator.

## **American Council on Education (ACE)**

Credit for course work that appears on an official American Council on Education (ACE) transcript with a recommendation for credit at the baccalaureate degree level will be awarded at the discretion of the University. The ACE recommendation does not guarantee that Monmouth University credit will be awarded.