

<b>Section:</b>	300
<b>Section Title:</b>	Academic
<b>Policy Number:</b>	300-FF
<b>Policy Name:</b>	Transferring Academic Credit
<b>Approval Authority:</b>	Provost/VP for Teaching, Learning & Growth
<b>Responsible Executive:</b>	Provost/VP for Teaching, Learning & Growth
<b>Responsible Unit:</b>	Office of the Provost
<b>Date Adopted:</b>	May 10, 1972
<b>Date Revised:</b>	May 2017, February 2019, September 2020, June 2022, January 2024, <a href="#">April 2024</a>

## Policy

Ramapo College accepts credits from all accredited colleges and universities in the United States of America in accordance with the procedures, laws, and/or standards of the College, the State, and the Middle States Commission on Higher Education. Ramapo College may accept credits from international institutions after an evaluation of coursework has been completed by a recognized evaluation service.



scores achieved in Advanced Placement Examinations of the College Entrance Examination Board or scores earned on the International Baccalaureate Higher Level Test;

credits earned at other accredited colleges and universities or at new but non-accredited colleges and universities where the institution is a recognized candidate for accreditation;

international coursework evaluated by a recognized evaluation service that is approved by the National Association of Credit Evaluation Services (NACES);

coursework taken in military service, which is recommended for baccalaureate credit by the National Guide to Evaluation of Educational Experiences in Armed Services published by the American Council of Education;

coursework taken through training programs, which is recommended for baccalaureate credit by the National Guide to Educational Credit for Training Programs published by the American Council of Education

scores achieved on examinations taken through the College Level Examination Program (CLEP) or the like;

foreign language credit through Foreign Language Proficiency Testing Service of New York University (NYU); and

credits earned through Prior Learning Assessment (PLA) after the completion of a portfolio, which is to be reviewed and evaluated by a faculty member.

(Please see Policy 300-H Assessment of Prior Learning for Academic Credit Policy for more details.)

## TRANSFERRING UNDERGRADUATE CREDIT FOR INCOMING TRANSFER STUDENTS

### PROCEDURE PART 2

All transfer student applications and transcripts are reviewed by the Office of Admissions. Transfer students who apply and will be transferring in 45 or more college credits do not need to submit high school transcripts or SAT/ACT scores. Those with below 45 college credits must



regardless of mode of delivery, may be earned by submitting any of the following to the Admissions Office for evaluation:

scores achieved in Advanced Placement Examinations of the College Entrance Examination Board or scores earned on the International Baccalaureate Higher Level Test;

credits earned at other accredited colleges and universities or at new but non-accredited colleges and universities where the institution is a recognized candidate for accreditation;

international coursework evaluated by a recognized evaluation service that is approved by the National Association of Credit Evaluation Services (NACES);

coursework taken in military service, which is recommended for baccalaureate credit by the National Guide to Evaluation of Educational Experiences in Armed Services published by the American Council of Education;

coursework taken through training programs, which is recommended for baccalaureate credit by the National Guide to Educational Credit for Training Programs published by the American Council of Education;

scores achieved on examinations taken through the College Level Examination Program (CLEP) or the like; and

foreign language credit through Foreign Language Proficiency Testing Service of New York University (NYU).

Transfer credits, which are not approved as applicable toward any specific course requirements, will count as electives. Transferred courses may apply toward major, minor, school core, general education, academic certificates, and/or elective requirements.

In cases where academic approval for a non-general education course equivalency has not yet been established and approved by a Convening Group (e.g., a student has been accepted from an institution that Ramapo has never accepted before), credit will not be equated at the time of initial transfer. It will count as elective credit, but not towards a particular degree program. If a student wishes to have a particular course evaluated or counted, the student may

contact the Convener of the appropriate program to review the course and its potential for transfer credit. If the Convener approves the transfer equivalency, this approval will be sent to the Office of Admissions, which will designate a person responsible for updating the appropriate systems.

In cases where academic approval for course equivalency for a general education requirement has not yet been established, a student who wishes to have a particular course evaluated or counted for a general education requirement may contact the Vice Provost to review the course and its potential for transfer credit. If the Vice Provost approves the transfer equivalency, this approval will be sent to the Office of Admissions, which will designate a person responsible for updating the appropriate systems.

In some cases, it may be necessary to complete more than the minimum number of credits required for graduation from Ramapo College.

## OFF-CAMPUS STUDY PROCEDURES FOR MATRICULATED RAMAPO COLLEGE STUDENTS EARNING UNDERGRADUATE CREDITS AT OTHER INSTITUTIONS

### PROCEDURE PART 3

~~Matriculated Ramapo College students wishing to take a course or courses at another institution must complete an Off-Campus Study Form available in the Center for Student Success. Students should consult first with their Academic Advisor to ensure that their planned course selection allows for timely progress towards completion of degree requirements. Students should be aware of the following information regarding approval and posting of off-campus courses: Matriculated Ramapo College students wishing to take courses at another institution must follow the steps outlined below:~~

Consult with their academic advisor regarding their planned off-campus study.



petition process with the Office of the Registrar, who will forward petitions to the Provost (or their designee) for approval. After consultation with the Dean of the School that offers the student's primary major, the Provost (or their designee) will render a decision and communicate that decision to the student, their School Dean, and the Office of the Registrar. That decision is final.

~~—Once the student completes the course(s), they must arrange for an official transcript to be sent to the Office of the Registrar at Ramapo College to post the credit.~~

Students wishing to earn credits at an international institution or through a domestic exchange program must receive prior approval from the Center for Student Success.

## TRANSFERRING GRADUATE CREDIT

### PROCEDURE PART 4

#### External Transfer Credit

If a syllabus indicates that a graduate course taken elsewhere is equivalent to one offered by a graduate program at Ramapo College, application for transfer credits may be submitted. The criteria for acceptance are different for each graduate program; therefore, transfer of credits must be approved by the Director of the graduate program. Inclusive of credits awarded through Graduate Prior Learning Assessment (GPLA), only a maximum of 25% of the overall credits required to complete the graduate degree may be considered for transfer into a Ramapo College graduate program provided the courses are from another accredited institution of higher education. Students who transfer from a non-degree program to a degree program must fulfill the degree requirements in place at the time of matriculation into the degree program.



Graduate students can also earn credit through Graduate Prior Learning Assessment (GPLA). (Please see Policy 300-H Assessment of Prior Learning for Academic Credit for more details.)

#### Internal Transfer Credit

It may be possible to apply up to 15 credits or 25% of the total credits required to complete the graduate degree, whichever is greater, of Master's-level coursework completed at Ramapo College to t t