

# THE OFFICE OF THE UNIVERSITY REGISTRAR



## Transfer Credit Evaluation

The Transfer Credit Evaluation Team, within the Office of the University Registrar, coordinates the evaluation and posting of any transfer credit on student records/transcripts for both new and current students. We strive to make this a smooth and easy-to-navigate process.

### TRANSFER CREDIT POLICIES

- Rowan University accepts the transfer of credits earned at other institutions of higher education on the basis of **course equivalency**. Course equivalency is the determination that a course taken at another institution is comparable to a course offered by Rowan University in terms of objectives, learning outcomes, and educational level. (Mode of delivery such as online, hybrid, etc. is not a factor in evaluating equivalency.) Equivalent courses are accepted and applied to meet program requirements. Non-equivalent courses *may* be accepted as free electives and count as earned hours toward graduation. The University evaluates credits based on established equivalencies as well as on an individualized, case-by-case analysis.
- **Grades** earned in courses that are transferred are recorded on the transcript but do not count toward the student's Rowan University GPA.
- Credit evaluation is performed using **official transcripts** only. An official transcript is one that has been received directly from the issuing institution. It must bear the institution's seal, an appropriate signature, and a date.
- **Credits are transferred on a semester-hour basis**. Credits from schools on the quarter-hour system will typically transfer at a .666 semester unit for every 1 quarter unit.
- The appropriate **academic department determines the acceptance and application of all transfer courses that are not already recognized as equivalencies**. If appropriate, academic departments may designate a maximum age for credits to be accepted to fulfill major requirements. General education and free elective credits do not expire.
- Rowan University transfer credit cannot be granted in cases of duplicated content. **Duplicated content** may be due to a variety of factors, including AP or any non-traditional credit and/or prior college course credit. In such cases, a prior transfer credit posting/award may be removed from the student transcript/credit bank if the student duplicates that content/credit via Rowan University coursework or other transfer credit that is reviewed after the original posting. Please be aware that, depending upon when a student shares/sends a transcript or other credit-earning item to the Office of the University Registrar for evaluation, duplicated credit may be discovered and removed even after initial matriculation and/or registration at Rowan.
- **Non-traditional/non-course credits**: Rowan University accepts assessments of credits by external agencies including CLEP, Advanced Placement (AP), International Baccalaureate exams (IB), the American Council on Education, and, through the New Jersey Prior Learning Assessment Network agreement, Thomas Edison State College. (Charts showing equivalencies are available on the Registrar website.)
- **Transfer credit limits**: For students who enter Rowan University in Fall 2014 or later, there is not a limit to the number of transfer credits via *course* credits that can be applied. However, each student must meet Rowan's residency requirement of completing at least 30 credits at Rowan University. Additionally, students must meet all program requirements regardless of the number of transfer credits.
- Students must be matriculated at Rowan University to have transfer credits entered into their academic records.

### LOCATION & CONTACT INFO

The Transfer Credit Evaluation Team is part of the Office of the University Registrar, which is located on the bottom floor of Savitz Hall, Suite 121, on the Glassboro campus. Contact us via phone at 856-256-4390 or via email at [registrar-transfercredits@rowan.edu](mailto:registrar-transfercredits@rowan.edu).

Have general, non-credit-related transfer student questions? Email [transferhelp@rowan.edu](mailto:transferhelp@rowan.edu).

### HOW THE TRANSFER CREDIT EVALUATION PROCESS WORKS

*These processes apply to all non-medical students at Rowan. If you are in GSBS or a medical school at Rowan, please check with your Program Director/Coordinator.*

1. Official transcripts are sent by the student to either Undergraduate Admissions or Rowan Global Admissions (depending upon the program to which they are applying) during the application phase. (**Note: Rowan University CEEB/College Code is: 2515.**)

**A note about electronic transcripts:** Official electronic transcripts (sent directly from the transfer institution or via an official servicer) should be sent to: [electronic-transcripts@rowan.edu](mailto:electronic-transcripts@rowan.edu)

**Note to Veterans/Active military:** All students using VA Education Benefits are required to submit their transcripts from all previous educational institutions, including military transcripts.

2. **Once officially admitted**, student transcripts are forwarded by the Admission Offices to the Office of the University Registrar for review.
3. The Office of the University Registrar performs the transfer credit evaluation process:
  - a) Courses from transfer institutions who have pre-established course equivalencies with Rowan are automatically articulated, which allows appropriate courses and credits to be posted to the student's transcript. (This includes most of the 2-year NJ schools.)
  - b) Courses from transfer institutions who do not have pre-established course equivalencies with Rowan (and/or new courses which do not already have pre-established equivalencies) are first sent to the academic department for evaluation. That office will send the appropriate courses and credits back to the Office of the University Registrar to be posted to the student's transcript.
    - While the academic department is performing their review, **"Needs Department Review"** may appear next to pending courses on your Rowan transcripts; however the anticipated credits *are* posted so that your credit total is accurate even if the final decision is pending. If you find this on your transcript, please know that the review is in process and updates will be posted to your records ASAP. Track this progress by following the steps outlined in "How to View Posted Transfer Credit," which is located near the bottom of this document.



## HOW THE TRANSFER CREDIT EVALUATION PROCESS WORKS (continued)

- Keep in mind, that since this is performed on a rolling basis, if only a portion of your credits are posted, your evaluation is likely still in the review and evaluation process and not yet complete.
4. Students can view any credits posted to their online record by following the steps listed, below, in “How to View Posted Transfer Credit.”

**A note about courses in progress:** If a transcript sent to Rowan includes courses in progress (without final grades), it is the student’s responsibility to have a final official transcript forwarded as outlined below, as soon as possible:

- If already officially admitted to the University: send directly to: Office of the University Registrar, ATTENTION: TRANSCRIPTS, Rowan University, 201 Mullica Hill Rd., Glassboro, NJ 08028.
- If not yet officially admitted to the University: send directly to the appropriate Admissions Office (depending upon the program to which you are applying, which will either be the Undergraduate Admissions Office ([rowan.edu/admissions](http://rowan.edu/admissions)) or Rowan Global for accelerated/non-traditional undergraduate programs and all graduate/non-medical programs ([rowanu.com](http://rowanu.com)).

**Advanced Placement:** The College Board oversees the Advanced Placement (AP) Program and sends scores by mid-July each year. Once you know you plan to attend Rowan, contact [collegeboard.org](http://collegeboard.org) to ensure your test scores are sent to RU code: 2515. The results of your AP credit postings can affect your upcoming registration and we work diligently to post equivalencies ASAP. If you already have registration for the same course for which we would award credit, or if we don’t have a pre-articulated equivalency for an exam you took, we’ll post “ADV PLACMNT DUP-EMAIL REGISTRAR” on your transcript and reach out to you and/or the academic department via email in order to finalize the credit posting.

## FIND ROWAN COURSE EQUIVALENCIES FOR NJ 2-YEAR INSTITUTIONS

**About The New Jersey Statewide Transfer Agreement:** The NJ Statewide Transfer Agreement is a comprehensive and uniform articulation agreement that provides for seamless transfer from any NJ community college to participating NJ four-year institutions. Per this Agreement, an Associate of Arts (A.A.) degree or Associate of Science (A.S.) degree will satisfy all lower-level General Education requirements for a Bachelor of Arts (B.A) or Bachelor of Science (B.S.) degree, with the exception of major-specific prerequisites or special graduation requirements that were not completed within the associate degree.

**NJTransfer.org:** In an effort to always provide students, faculty, and staff with the most accurate and up-to-date information, the NJ Transfer website ([njtransfer.org](http://njtransfer.org)) will be recognized as the official repository for transfer equivalencies for New Jersey community colleges.

### To find Rowan University course equivalencies for NJ 2-year colleges:

1. Go to: [njtransfer.org](http://njtransfer.org).
2. Click: “Find Course Equivalencies.”
3. On Next screen: Click and select appropriate “Transfer From” (community college) and “Transfer To” (Rowan University) drop down options, then click “Submit.”
4. On Next screen: Enter “Course ID” (course subject code and number – for example, ACC104), then click “Go.”
5. On Next screen, it will show Rowan’s course equivalent.

## HOW TO VIEW POSTED TRANSFER CREDIT

Any transfer credit that is posted by the Transfer Credit Evaluation Team can be viewed in Rowan Self Service by following the steps below:

1. Go to: [rowan.edu/selfservice](http://rowan.edu/selfservice) and click “Access Banner Services.”
2. Enter your Rowan ID as **User ID** (if you don’t know your Rowan ID, visit [rowan.edu/mybanner](http://rowan.edu/mybanner)), and enter your **PIN**. If this is your **FIRST TIME** logging in to the Self Service system, your PIN will be your 6-digit birthday, in the format MMDDYY. (If you don’t know your PIN, visit [rowan.edu/mybanner](http://rowan.edu/mybanner).)
3. Click “Login.” First time users will see a screen that says “Your PIN has expired.” Follow the prompts to set a permanent PIN and security questions. (To change PIN or security question, select “Personal Information.”)
4. Select “Student & Financial Aid.”
5. On the next screen, click “Student Records.”
6. On the next screen, click “Academic Transcript.”
7. On this menu, you may choose **Academic Transcript Options**. If you are trying to view all coursework taken at Rowan, leave the default options selected and click “Submit.” This will bring up your unofficial transcript, which can be viewed and/or printed as needed.
8. Any transfer credit posted to your academic transcript will appear near the top and before any institutional courses taken at Rowan University. Remember, if something is missing, it may be that your evaluation process is not yet complete. Please review “How the Transfer Credit Evaluation Process Works” for questions related to missing schools, courses, or special notations.



**Timeline:** Completing the transfer credit evaluation process for each student can take up to 8 weeks from the date transcripts and/or other records are received by the Office of the University Registrar. Factors such as the number of transcripts/records involved, the time of year, whether there are courses in progress, and how many courses will require a departmental review will impact the length of the evaluation process.

## APPEALING A TRANSFER CREDIT DECISION

If you disagree with a posted course equivalency and/or believe a mistake has been made, you may submit an appeal to the Coordinator of University Transfer Services. Appeals should be sent via email to [creditappeal@rowan.edu](mailto:creditappeal@rowan.edu) for initial review. All decisions will be communicated to the student via the student’s Rowan University email address and, if approved, sent to the Registrar for any updates.

**CONTACT US** 856.256.4390 registrar-transfercredits@rowan.edu rowan.edu/registrar