ABOUT TRANSFER CREDIT EVALUATIONS & POSTINGS

TRANSFER CREDIT OVERVIEW & CONTACTS

One of the roles of the Office of the University Registrar at Rowan University is to coordinate the evaluation and posting of any transfer credit on student records/transcripts for our new and current students. We want to do all we can to make this a smooth and easy-to-navigate process. Please contact our Transfer Credit Evaluation Team with any questions.

Transfer Credit Evaluation Team Contacts: 856-256-4390; registrar-transfercredits@rowan.edu

Transfer Credit Policies Summary

- 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 relevant or distinguishing 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 grade point average.
- 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, 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.
- Non-traditional/non-course credits: Rowan University accepts assessments of credits by external agencies including the College Level Examination Program (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 admitted/matriculated at Rowan University to have transfer credits entered into their academic records.

For more details regarding transfer credit policies visit: http://www.rowan.edu/provost/registrar/courseequiv.html

HOW TO FIND ROWAN COURSE EQUIVALENCIES FOR NJ 2-YEAR & 4-YEAR INSTITUTIONS

A note about The New Jersey Statewide Transfer Agreement: The New Jersey Statewide Transfer Agreement is a comprehensive and uniform articulation agreement that provides for seamless transfer from any New Jersey community college to participating New Jersey 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 (www.njtransfer.org) will be recognized as the official repository for transfer equivalences for New Jersey community colleges.
To find Rowan University course equivalencies for NJ 2-year colleges:

1. Go to:  www.njtransfer.org
2. Click: “Find Course Equivalencies”
3. On Next screen:
   a. Click: drop down arrow “Transfer From” on left hand-side (community college)
   b. Click: drop down arrow “Transfer To” on right-hand-side (Rowan University)
   c. Click: “Submit”
4. On Next screen:
   a. Enter “Course ID” *(course subject code and number)*, for example, ACC104.
   b. Click: “Go”
5. On Next screen, it will show Rowan’s course equivalent *(Please be sure this is a currently-active course.)*

**HOW THE TRANSFER CREDIT EVALUATION PROCESS WORKS***

1. New students’ 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.
   b. **Note to Veteran’s/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 from schools with whom we have articulation agreements) are first sent to the academic department for evaluation and then that office will send the appropriate courses and credits back to the Transfer Team in the Office of the University Registrar to be posted to the student’s transcript.
      i. While the academic department is performing their review, it may say “Needs Department Review” 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. You can track this yourself by following the steps outlined in “How to View Posted Transfer Credit” within this document.

4. Once the evaluation process is complete (which takes place transcript-by-transcript and course-by-course), the credits are posted to the students’ Rowan University records. *(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.)*

5. Student Notification: Every time transfer credit of any type is posted/awarded to the RU transcript, students are emailed notification via their Rowan email address.

6. Students can view any credits posted to their online record by following the steps listed in: “How to View Posted Transfer Credit” within this document.
   a. If something seems to be missing when you review your credit, it may be that your evaluation process is not yet complete. *(This is often true when courses come in that are not already articulated and so they must be evaluated directly by our academic departments before final credit can be posted.)* You may contact registrar-transfercredits@rowan.edu with any questions you may have about your transfer credit postings.

*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.

**Note about timeline**: Completing the transfer credit evaluation process for each student can take up to 8 weeks from the date transcripts are received by the Registrar, depending upon how many transcripts are involved, the time of year the materials are received, whether there are any courses in progress, and depending upon how many courses are missing pre-established course equivalencies and will require departmental review.
**Note about courses in progress:** If a transcript that you 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:

a. If already officially admitted to the University: send directly to the Office of the University Registrar (Office of the University Registrar, ATTENTION: TRANSCRIPTS, Rowan University, 201 Mullica Hill Rd., Glassboro, NJ 08028) as soon as it becomes available.

b. 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 (www.rowan.edu/admissions) or Rowan Global for accelerated/non-traditional undergraduate programs and all graduate/non-medical programs (www.rowanu.com).

**Note about duplicate credit:** 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 items to the Office of the University Registrar for evaluation, duplicated credit might be discovered and removed even after initial matriculation into Rowan University.

**Note about Advanced Placement:** The College Board, which oversees the Advanced Placement (AP) Program, sends scores in early-mid July each year to those schools you have designated. (Once you know you plan to attend Rowan University, please contact www.collegeboard.org to ensure your test scores are sent to RU code: 2515.) Knowing that the results of your AP credit postings can affect your upcoming registration, our Transfer Team works diligently to post equivalencies ASAP (most are posted within 2 weeks). 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 will 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. In such cases, the anticipated credits are posted so that your credit total is accurate even if the final answer/decision is pending.

**Note about transfer credit appeals:** If you disagree with a posted course equivalency and/or believe a mistake has been made in the process, you may appeal to the Coordinator, University Transfer Services. Appeals should be sent to creditappeal@rowan.edu. All decisions will be communicated to the student via the student’s Rowan University email address and, if approved, sent to the Office of the University Registrar for any updates. (http://www.rowan.edu/provost/registrar/documents/Rowan_University_Internal_Transfer_Credit_Appeals_Process_2_25_15.pdf)

**HOW TO VIEW POSTED TRANSFER CREDIT**

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

1. Go to: rowan.edu/selfservice.
2. Click "Access Banner Services." (*Banner is the name of our student information system in which student and course records are held.)
3. Enter your Rowan ID as User ID. (If you don’t know your Rowan ID, visit rowan.edu/mybanner.)
4. 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.)
5. Click "Login." (First time users will see a screen that says "Your PIN has expired." Please follow the prompts to set a permanent PIN.) (For first time login, you will be prompted to set a security question. To change PIN or security question, select "Personal Information.")
7. On the next screen, click "Student Records."
8. On the next screen, click "Academic Transcript."
9. 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.
10. Any transfer credit posted to your academic transcript will appear near the top and before any institutional courses taken at Rowan University.

**H ave general transfer student questions? transferhelp@rowan.edu**

*Updated 06/14/17*