

Essex County College College Regulation

REG 5-18 TRANSFER OF CREDIT AND EVALUATION

Purpose:

To regulate and to establish a standard for the evaluating and transferring of credits from another institution of higher education.

Application:

1. Upon proper application to the college, credit may be given to students transferring from an accredited college or university. (In some specific programs transfer credit in the major subject area is not permitted.) Due to the sequential nature of some courses a qualifying exam might be required.
2. The student must supply the Enrollment Services Express with an official transcript documenting courses taken at other accredited institutions of higher education in order to evaluate credit.
3. Credit may be transferred only for courses in which a grade equivalent to a "C" or better has been earned. (C = 2.0) In some instances 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.
4. The Admissions Office will evaluate the transcript and post results in Banner.
5. In the event that the Admissions Office is unable to evaluate a course, the student must provide a course description and/or course outline. The Department/Division Chairperson will determine if the course is comparable to an ECC offering and if credit can be awarded.
6. Transfer credit, including comparable course titles will become part of the student's permanent record.
7. A student wishing to enroll in a course at another institution in order to satisfy degree requirements, while currently enrolled at ECC, must receive prior approval from the Department/Division of his major.
8. Candidates for an Associate degree must complete a minimum of one half of the major course work in residence. Transfer students must complete a minimum of 30 credits, including half their major course requirements at ECC.
9. College Level Examination Program (CLEP) credit awarded while the student is actively enrolled at ECC is considered transfer credit.
10. Credit by Examination will be granted for all United States Armed Forces Institute (USAFI) transcripts as specified in "A Guide to the Evaluation of Education Experiences in the Armed Services", published by the American Council on Education, which provides credit recommendations for USAFI courses and tests.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A:64A-12(o)
Regulation History: App. 11/95, Rev. 10/01, 12/10, 03/17	Attachment(s):