

TRANSFER ARTICULATION PRINCIPLES FOR NEW JERSEY COLLEGES AND UNIVERSITIES

(Approved by the Executive Board of the NJ Presidents' Council, May 19, 1997)

The ability to transfer credits from one institution to another is a matter of particular importance to students and the State because it saves both money and time by eliminating unnecessary duplication and repetition of courses. It is The Presidents' Council's responsibility to encourage inter-institutional articulation of programs and transfer of credits among colleges and universities. The public policy that guides the principles for transfer should assure a smooth, productive transfer of students from community colleges to senior institutions. This policy represents the most critical partnership between higher education institutions because enhanced transfer agreements can affect cost, time to degree completion, graduation rates, and out-migration.

The Presidents' Council should strive for a seamless transition from associate to baccalaureate degree programs. In order to accomplish this goal, the following principles will be followed by participating institutions.

Institutional Admission [See Interpretive Statement below, pp. 3-6]

New Jersey college students who have completed an associate degree and meet the established institutional requirements used to allow native students to achieve junior class status shall not be denied transfer to a New Jersey participating senior college or university. The associates in art or science degrees will be viewed as a transparent part of the first two years of a four-year program. Students who have completed at least 56 semester hours and meet the same standards the senior college/university applies to associate degree transfer students will be given preference in transfer to New Jersey public senior colleges and universities. Transfer students who have met the conditions of the published articulation agreement between the sending and receiving institutions will not be asked to take a higher number of credits for the baccalaureate degree than the indigenous students of the senior institution. Capacity limits of the senior college or university may limit admission to the institution.

Acceptance of General Education

The general education credits (a minimum of 30 credits for A.S. degree graduates and 45 credits for A.A. degree graduates) of approved transfer programs shall be accepted in their entirety towards the general education requirements of the participating colleges and universities. Students who have completed the general education requirements for an associate degree, but have not attained the degree, will be afforded the same acceptance of credits.

Program Admission

Admission to a specific curriculum and acceptance of transfer credits in that curriculum at a participating college or university shall be determined by the college or university based upon the same established criteria which it imposes upon its own students. Capacity limits of the program of study may restrict acceptance.

Automated System

The policies and associated procedures for this articulation system will be the core elements for a publicly accessible, computer-based information system linking all participating colleges and universities in New Jersey. The system will provide electronic transmission and automated assessment of transcript services.

Rights and Responsibilities

Supporting this articulation system will be a Statement of Student Rights and Responsibilities describing the procedures for access and management of the network. Students will have clear descriptions of the responsibilities of institutions participating in the system, the students' responsibilities in the system, and the students' rights and process for appeal.

Assessment

Annually, a statewide assessment report on the effectiveness of the articulation system (student outcomes) will be made to the Council of Presidents as input for the improvement of the system. Included in the assessment report will be a survey of transfer students to insure the process is meeting their needs.

Institutional Coordination

A clearly identified office or person will be designated in each participating college or university to manage the articulation and transfer processes internally and provide the contact point for external communications.

Statewide Curriculum Coordination

Coordination of curriculum and discipline matters will be the responsibility of representatives of the participating colleges and universities who will hold statewide meetings on a regular basis. Recommendations for the improvement of the state articulation system will be forwarded to the Executive Committee of the Council of Presidents for consideration and action.

INTERPRETIVE STATEMENT

(Approved by the Executive Board of the NJ Presidents' Council, May 26, 1998)

This document provides interpretative commentary to the Institutional Admission section of the Transfer Articulation Principles for New Jersey Colleges and Universities. Participation in the New Jersey transfer system implies adherence to the provision of this document.

New Jersey college students who have completed an associate degree and meet the established institutional requirements used to allow native students to achieve junior status shall not be denied transfer to a New Jersey senior college or university.

Interpretive Statement:

New Jersey community college¹ graduates who have earned an Associate of Arts or Associate of Science degree shall be given priority consideration for admission. For example, if a participating institution must choose between two equally qualified students, one with an AA or AS degree from a New Jersey community college and the other from another institution, the AA or AS degree student from a New Jersey community college shall be admitted.

Transfer students, who apply to a senior college/university with intention to graduate with an AA or AS degree prior to the semester of matriculation at a senior college or university, shall receive priority consideration for admission. This admission will be contingent upon certification of the AA or AS degree. Additionally, this admission may be subject to the same certification of high school graduation or its equivalent and fulfillment of specified academic units at the secondary level required of all applicants. Receiving institutions may opt to waive certification of high school graduation or its equivalent for New Jersey community college AA or AS graduates.

Admitted students shall be afforded the same rights and privileges and be subject to the same obligations regarding academic standing, academic degree requirements, course transfer and course progress as native students--those students whose initial enrollment commenced at the senior college or university. For example, if a native student retains all grades for course progression to the next level or for the determination of academic standing, then all grades earned by the transfer student at the community college shall be applicable at the senior college/university. Furthermore, if native students register for courses without the aid of placement tests, then placement tests may not be administered to AA or AS graduates.

Students wishing to transfer to a senior college or university must send a completed application along with all requested documentation and application fee by the announced deadline for admissions consideration. Applications received after established deadlines may not be given priority consideration for admission.

¹The term "community college" in this document covers all public, private and proprietary institutions of higher education operating in New Jersey that grant AA, AS or both degrees.

The associates in art or science degrees will be viewed as a transparent part of the first two years of a four-year program.

Interpretive Statement:

The AA or AS degree student will receive maximum transfer credit for all courses taken at the community college provided he/she fulfills the 1) general education requirements established in the statewide articulation agreement, and 2) completes the other academic courses which have been approved in an articulation agreement with the senior college or university.

The AA or AS degree student is responsible for searching the statewide articulation program guide to determine what community college courses have course equivalencies at the senior college or university of their choice and what community college courses will transfer into their intended major at the senior college or university.

The transition from a New Jersey community college to a senior college or university shall be transparent provided the AA or AS graduate follows the guidelines described above. In these cases, the transfer student should receive full credit for courses taken during his/her first two years of collegiate study. He/she will be positioned to commence his/her third year of collegiate study (junior status) at a senior college or university.

Should a transfer student complete courses that do not have equivalencies at a senior college/university, then he/she may risk losing transfer credit for these courses. In this case, a transfer student may need to take additional courses at the senior college/university to earn junior status. Transfer students are responsible for seeking the appropriate academic advice in selecting the appropriate number, type, level and mix of courses that will ensure a smooth transition to a senior college/university with junior status.

Students who have completed at least 56 semester hours and meet the same standards the senior college/university applies to associate degree transfer students will be given preference in transfer to New Jersey public senior colleges and universities.

Interpretive Statement:

Students with at least 56 semester hours, inclusive of completion of the general education requirements for the AA or AS degree program, will be given preference over another equally qualified student from another institution. Should a student from another institution have completed more degree credits and/or have earned a more competitive academic record, the senior college/university may admit this student over the New Jersey community college student. Only in cases where the student is a New Jersey community college AA or AS degree graduate will the senior college/university give priority consideration for admission. Thus, for purposes of admission into a senior college/university, it is in the best interest of the student to complete his/her AA or AS degree at a New Jersey community college.

Students wishing to transfer to a senior college or university must send a completed application along with all requested documentation and application fee by the announced deadline for

admissions consideration. Applications received from students with at least 56 semester hours after established deadlines may not be given preferred consideration for admission.

Students who have not completed their AA or AS degree, or who have completed some or all of the associate in applied science degree program, will be subject to the regular criteria for admissions into a senior college/university. These students will not enjoy the same academic rights, privileges, and obligations as native students. For instance, a senior college/university may impose placement tests, disregard marginal grades for course transfer and admissions purposes, and limit course registration at the upper division.

Students who have not obtained their AA or AS degree prior to matriculation to a senior college/university may be required to submit the proof of high school graduation or its equivalent when applying for admission. If admitted, they may be expected to satisfy high school course deficiencies in the first year of study at a senior college/university.

Transfer students who have met the conditions of the published articulation agreement between the sending and the receiving institutions will not be asked to take a higher number of credits for the baccalaureate degree than the indigenous students of the senior institutions.

Interpretive Statement:

Students are expected to refer to the published articulation agreements, contained within the statewide articulation program guide, prior to registering for courses at New Jersey community colleges. Students are encouraged to register for those courses that have been approved for course equivalency credit at a senior college/university. If planned in accordance with the articulation agreement, a transfer student will receive courses credit for all degree credits--general education courses and major course of study courses--taken at his/her New Jersey community college upon matriculation at a senior college/university.

With a carefully selected program, the community college graduate shall enter a senior college/university with the first two years of a baccalaureate degree completed. This status is contingent upon completion of the general education requirements, a major course of study and the continuation of this course of study into the junior and senior years. Transfer students may opt to change their major once enrolled at the senior college/university. This change of majors may require the student to complete additional courses to satisfy the course requirements of a new major. Native students may also be required to complete additional course credits once they opt for a different major during matriculation at the senior college/university.

Transfer AA or AS degree graduates shall be subject to the same degree requirements as native students provided all previously mentioned conditions are satisfied, i.e., general education requirements, major course of study courses and continuation of the major at the senior college/university.

Capacity limits of the senior college/university may limit admission to the institution.

Interpretive Statement:

Admission to a senior college/university will depend on the number of open seats available each cycle, the priority, preferred or regular status assigned to the transfer applicant and the overall strength of the academic record.

Senior colleges/universities will not be expected to exceed enrollment capacity to accommodate the needs of transfer students from New Jersey community colleges or any other institution of higher education.

A transfer student's acceptance into the major may be subject to the review of an academic department/unit after institutional admission has been issued. However, criteria or processes will not differ for transfer students in acceptance or retention from those used with native students. Standards and principles of the statewide articulation agreement will not be superseded by department/unit decisions.