Kean University
Summary of Transfer Credit Policies

The following are the policies by which courses sent for transfer to Kean are reviewed and awarded:

1) Any developmental course (often designated as 0 or zero level) including developmental English as a Second Language (ESL) courses are not transferable and do not count towards graduation.

2) College credits from United States post-secondary institutions are only granted for schools that are accredited by one of the six Regional Institutional Accrediting Organizations: Middle States Associations of Colleges and Schools, Northwest Commission on Colleges and Universities, North Central Association of Colleges and Schools, New England Association of Schools and Colleges, Inc., Southern Association of Colleges and Schools, and Western Association of Schools and Colleges. Transfer credit is **NOT** awarded from unaccredited institutions or from institutions who are accredited by national accrediting organizations.

3) Any college credit earned at a non-US institution **MUST** be evaluated by an evaluation service that is a member of National Association of Credit Evaluation Services (N.A.C.E.S). These services have no affiliation with Kean University. A listing of the member evaluation services and additional information can be obtained by visiting www.naces.org.

4) Transfer credit limitations and residency requirements:

a) Students can transfer a maximum of 92 credits from a combination of all two and four year institutions attended.

b) Students can transfer a maximum of 66 lower division credits accepted (including all credits taken at two-year colleges and any lower division credits taken at four-year institutions).

c) Students must take a minimum of 32 credits and 50% of the Kean University major requirements (which is included in the 32 credits, but the total may exceed 32 credits for some majors with large credit requirements).

5) Kean endorses and fully participates in the Statewide transfer agreement for New Jersey Public County Colleges to New Jersey Public Colleges and Universities regarding students transferring with A.A. and A.S. degrees. For

additional information please visit:
http://www.njpc.org/newsandupdates/comprehensiveTransferApproved.html
Please note: The agreement does not apply to students graduating with A.A.S. degrees. Additionally, changing majors from two to four year schools can affect the total amount of credits that transfer.

6) Grade requirements for course transfer: The minimum grade accepted for transfer is a D with the following exceptions:

a) English Composition requires a minimum grade of C.
b) Major courses require a minimum grade of C.
c) Specific majors, (for example Education majors) may have certain course requirements that have minimum grades higher than C.

These policies are the same for transfer students and native Kean University students.

7) Students who are matriculated at Kean University and wish to take courses at another institution must complete the Permission to Take Coursework at Another Institution form prior to registering for the class(es). This form must be signed by their major program chairperson, and pre-establishes the equivalency and any grade requirements prior to registration, and the complete form must be submitted to Kean's One-Stop Service Center. It is the responsibility of the student to arrange to have the transcript sent to Kean University upon completion of the class(es).

8) It is the responsibility of the student to contact **ALL** previous institutions to arrange to have final transcripts sent that reflect coursework completed after their initial acceptance and evaluation by Kean University.

9) Transfer credit will not be awarded from any institution that was not listed on the application at the point of initial acceptance to Kean (unless the courses were taken **AFTER** the initial acceptance to Kean). Omission of an institution attended to conceal poor performance is grounds for rescinding the offer of admission.

10) Credits from C.L.E.P., N.Y.U. Foreign Language Exams, A.P. and other alternative forms of college credit, when included as part of an A.A. or A.S. degree from a New Jersey County College will be awarded in the same manner as the county college, however, and an official score report from the evaluating agency (College Board, NYU) must be sent to Kean prior to the awarding of credit. For all other transfer students taking these exams prior

to their admission to Kean, credit will only be awarded if the program requirements have space to accept those credits. An official score report from the evaluating agency (College Board, NYU) must be sent to Kean prior to the evaluation and awarding of credit.

11) Submission of fraudulent transcripts or transcripts from diploma mills are not accepted, and will permanently bar the student from admission to the university.