

# 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 which are accredited by one of the six Regional Institutional Accrediting Organizations: Middle States Association 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 are evaluated by Degree Audit Specialists within the Office of the Registrar. Transfer credit may be awarded from unaccredited institutions or from institutions who are accredited by national accrediting organizations after a review by the coordinator/department chairperson of the academic department in which the student is currently enrolled.

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](http://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) at Kean University. If applicable, 50% of any second major, minor or collateral requirements must also be completed at Kean (which is included in the 32 credits, but the total may exceed 32 credits for some majors with large credit requirements, second majors, minors or collaterals).

5) Effective as of 2008, 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. 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.

d) Regulations for teacher education and certification limit transfer of credit to six semester hours of professional education coursework from the two-year college level.

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, executive director, or other pre-authorized individual and pre-establishes the equivalency and any grade requirements prior to registration. The completed form must be submitted to Kean's Office of the Registrar. It is the responsibility of the student to arrange to have the final, official 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, 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 and Kean's minimum passing score requirements are met. 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.

12) While credits do transfer into the University, grades do not. Only grades for courses completed at Kean are considered into the calculation of a student's Kean University grade point average (GPA). If a student wishes to recalculate a grade for a course, the course must be taken or retaken at Kean.

13) Course equivalencies are determined after a review and comparison of available course descriptions. When course descriptions are not readily available, students must provide this information or a course syllabus to their respective Degree Audit Specialist in Office of the Registrar for consideration. New Jersey community college coursework equivalencies are determined using these same parameters and are published on the [www.njtransfer.org](http://www.njtransfer.org) website.