

William Paterson University Policy

SUBJECT:	Allowable Transfer Credit and Procedures	TITLE:	Undergraduate Transfer Credit		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	University <input type="checkbox"/>	Functional X	School/Unit <input type="checkbox"/>	
Responsible Executive:	Provost and Senior Vice President for Academic Affairs		Responsible Office:	Provost Office	
CODING:	02-20-00-00-00	ADOPTED:	3/3/2023	AMENDED:	

LAST REVIEWED:

I. PURPOSE

The purpose of this policy is to define how undergraduate credits taken at other colleges and universities are transferred to William Paterson University.

II. ACCOUNTABILITY

While the Office of the Provost is responsible for overall administration of this policy, implementation requires cross-divisional collaboration.

III. APPLICABILITY

This policy applies to all undergraduate students matriculated Summer 2023 or later. Transfer procedures applied prior to Summer 2023 may be found at: <https://www.wpunj.edu/provost/academic-procedures/William%20Paterson%20University%20Transfer%20Procedure.pdf>

IV. POLICY

- A. William Paterson University (WP) accepts transfer credits from other accredited colleges and universities on the basis of course equivalency, which means that a course taken at another institution is comparable to a WP course's objectives, learning outcomes, and educational level. Courses that do not already have recognized equivalencies will be evaluated by the appropriate academic department at William Paterson University.
- B. The mode of delivery is not taken into account when evaluating transfer credits.
- C. WP does not differentiate between courses offered by 2-year and 4-year institutions.
- D. Transfer credit is given for all earned credits except in such cases where the earned grade does not meet program requirements. There is no limit to the number of credits that may be transferred. However, students must complete a minimum number of credits at WP as defined in the Undergraduate Degree Requirement Policy (see references, below) and must satisfy course and grade requirements established for their WP program of study.

VI. PROCEDURES

- A. Courses with a WP equivalent will be applied to degree requirements as appropriate. Courses without a WP equivalent may be applied towards free elective credits and total credits needed for graduation. Technical or professional courses may or may not be eligible for consideration, as determined by the accepting academic department.
- B. Each course considered should have defined learning outcomes or objectives.
- C. William Paterson University may require a review of the course syllabus.
- D. Courses must be college-level. Courses numbered below 100 (3-digit system) or below 1000 (4- digit system) are commonly considered remedial, not college-level, and will not transfer.
- E. Courses are to be equal in credits (or equivalent). Courses that are on the quarter system will be converted. Typically, semester credits times 1.5 equals the minimum number of quarter hours.
- F. Major credits earned 10 years prior to the date of admission are accepted at the discretion of the University in consultation with the academic department; University Core Curriculum and general elective credits do not have an expiration date.
- G. Evaluated courses, the credit awarded for each course as well as the grade earned are listed on an official William Paterson University transcript. However, only WP grades are used to calculate the WP Grade Point Average.
- H. Transfer credit may be received for college-level courses taken while attending high school. Students will need to provide official transcripts from the institution of higher education in which they were enrolled. Students must indicate any institution that they attended while in high school on their admission application.
- I. Transfer students who completed, or are in their final semester of completing, the requirements for an A.A., A.S. or A.F.A. degree from an accredited college or university with a general education program similar to that specified in the NJ Comprehensive State-Wide Transfer Agreement (see references, below) will be considered to have completed all lower division University Core Curriculum Requirements. These students will have 3rd-Year status upon entering William Paterson University (with exception of courses that may be required for the major). A.A.S. degrees that include 30 credits or more of courses identified as general education will be treated the same as A.S. degrees.

VI. REFERENCES

- A. William Paterson University adheres to the principles stipulated in the New Jersey Comprehensive State-Wide Transfer Agreement. For more information on the state-wide transfer agreement, visit <http://www.njtransfer.org>.
- B. William Paterson University has articulation agreements with many New Jersey county colleges to facilitate transfer from those institutions to this University. For more information on articulation agreements, visit: <http://www.wpunj.edu/transfer-and-special-sessions/articulation-agreements.html>

- C. William Paterson University transfers and awards credit for prior learning that is equivalent to college level coursework (e.g., review of noncredit courses, apprenticeships, licenses, military training, corporate training, portfolio review for life/work experiences, etc.). See <https://www.wpunj.edu/policies/docs/academic/CreditbyExam.pdf> for additional information.

- D. The minimum number of credits that must be completed at William Paterson University are defined in the Undergraduate Degree Requirement Policy: <https://www.wpunj.edu/policies/docs/degree%20requirements.pdf>

By Direction of the Provost and Senior Vice President for Academic Affairs

Date: 3/3/2023
