Undergraduate Transfer Credit Policy

Effective July 1, 2019

Policy Statement:
This policy provides guidance on the acceptance of transfer credits toward New School programs of study. Students are required to complete all stated degree requirements in order to graduate. Degree requirements stated in the student’s Academic Catalog supersede this policy. Definitions of key terms appear at the end of this policy.

I. Requirements to Transfer Undergraduate Credit

A. Approved Sources For Transfer Credits

1. Higher Education Institutions: The New School will award transfer credit for college-level study completed at an institution of higher education recognized by the U.S. Department of Education and/or the Council for Higher Education Accreditation or comparable international agency for non-U.S. institutions. Additional review and criteria for accepting transfer credits may be required in certain circumstances, as outlined below.

   i. Non-Regionally Accredited Institutions: Transfer credits completed at a non-regionally accredited institution of higher education may require additional review by the academic unit responsible for delivering the corresponding curriculum at The New School. Students seeking transfer credit from non-regionally accredited institutions should provide, at a minimum, a syllabus for each course so that course content, course objectives, learning outcomes, and faculty credentials, may be reviewed for alignment with The New School requirements. Additional documentation may be requested.

   ii. Non-U.S. Institutions: Courses completed at non-U.S. institutions must be certified by their respective country’s Ministry of Education or equivalent. All applicants must submit an official transcript. Applicants who attended postsecondary institutions outside of the United States are required to have their transcript(s) evaluated by World Education Services (WES) or by another member of the National Association of Credit Evaluation Services (NACES). A course-by-course evaluation must be prepared for each transcript. The evaluation must examine and equate all course work on a "course-by-course" basis and include grading equivalents to U.S. colleges. Certain postsecondary institutions outside of the United States are exempted from the required transcript evaluation.

   This requirement also applies to transfer credits earned via Study Abroad experiences with two exceptions: (a) transfer credits for Study Abroad experiences that have corresponding articulation agreements with The New School which specify the terms for transferring credits and (b) transfer credits for which an official transcript is issued by the U.S. School of Record for a third-party provider or other independent agency of study abroad programs. Certain other
third-party providers may be exempted from the required transcript evaluation and from issuing a transcript by the School of Record.

iii. **College Credits Completed in Secondary (High) School**: Students who have earned college credit while enrolled in high school may transfer these credits to The New School and apply them to their degree requirements. Courses must be comparable to New School offerings and either taken at an accredited institution or completed at a high school under the oversight of an accredited institution. All college coursework completed while the incoming student was a high school student must be recorded on an official college transcript and must carry a minimum grade of “C”.

iv. **Non-Course/Non-Credit**: Credit for learning via these experiences will **not** be awarded unless they are evaluated through The New School’s Prior Learning Assessment process. [See also item A(3)(i)]

2. **Military Credits**: The New School will award credit for military education based on the guidelines presented by the American Council on Education (ACE). Students must present a military transcript – AARTS (Army), SMART (Navy and Marine), CCAF (Air Force) or Joint Services Transcripts (JST) – credits will be awarded by the Registrar’s Office. Military coursework may be equated to equivalent New School courses, but in most cases students will be awarded general, non-liberal arts credit that can be applied to graduation requirements. Students should consult the appropriate department chairperson should they wish to apply military credits toward major and/or minor requirements.

3. **Entities Other than Higher Education Institutions**: Credit for learning at institutes or other entities outside of higher education will **not** be awarded unless they are:
   i. evaluated through The New School’s Prior Learning Assessment process; or
   ii. completed as registered New School coursework (independent study, internship, or equivalent) during the semester the work is being completed, (i.e., not retroactively), and under the supervision of New School faculty. Such credits are not considered transfer credits.

4. **Credit by Examination, Advanced Standing, and Prior Learning Assessment**: Students may earn transfer credit by examination, advanced standing, or through prior learning assessment according to the following criteria.
   i. **AP examination**: Results with minimum scores of 4 will be considered for advanced standing credit. For some subjects, higher scores may be required, as determined by each college. Four credits will be awarded for each exam that meets the criteria for transfer. Each college will determine the type of requirement that will be fulfilled by the advanced standing credits (general elective, program, or other requirement).
   ii. **IB Diploma**: Students may submit exam results for consideration for advanced standing credits. Higher Level (HL) courses with grades 5, 6, or 7 may be awarded 8 advanced standing credits per exam. Each college will determine the type of requirement that will be fulfilled by the advanced standing credits (general elective, program, or other requirement).
   iii. **Cambridge Exams**: A Level exams for which a student earns a C or higher may be awarded 8 advanced standing credits per subject. Each college will determine the type of requirement that will be fulfilled by the advanced standing credits (general elective, program, or other requirement).
   iv. **French Baccalaureate**: French Baccalaureate subjects for which a student earns a score of 13 or higher may be awarded 8 advanced standing credits. For subjects with a score of 10-12, a student may receive 4 advanced standing credits. Each college will determine the type of requirement that will be fulfilled by the advanced standing credits (general elective, program, or other requirement).
v. **College Level Examination Program (CLEP):** College credit will be awarded to incoming students based on the CLEP Exam results. Credit is awarded in accordance with the American Council on Education (ACE) recommended guidelines.

vi. **Prior Learning Assessment:** Students admitted to the Bachelor’s Program for Adult and Transfer Students (BPATS) may be awarded transfer credit for learning in non-course, non-credit, or continuing education if evaluated through The New School’s Prior Learning Assessment process. Academic departments outside of BPATS may accept credit for prior learning via The New School’s Prior Learning Assessment process at their discretion.

### B. Transferable Content and Grades

1. Transfer credit will only be awarded for content that is relevant to curricula offered by The New School.
2. Transfer credit will not be awarded for remedial, pre-college, or duplicative coursework.
3. Transfer credit will only be awarded for courses in which the student has earned a grade of “C” or higher. Courses for which a grade of “Pass” (or equivalent) has been earned may be accepted for transfer provided that the Registrar (or equivalent) of the sending institution provides a statement that a “Pass” grade is equivalent to a grade of “C” or higher.

### C. Time Limits for Awarding Transfer Credits

1. **New Students:**
   i. Credits earned more than ten (10) years prior to admission may require additional review to be considered for transfer.
   ii. Students applying to The New School must submit official transcripts from all previously attended colleges as part of the admissions application process. All transcripts must be submitted no later than at the conclusion of the first term of matriculation.

2. **Continuing Students:** For courses taken at other institutions while a student is enrolled at The New School, all official transcripts must be received and transfer credit evaluations (TCEs) completed by the end of the subsequent semester to be considered. For students who are completing their final semester/ final requirements at another institution or are studying abroad in their final semester, the official transcript and the approved transfer credit evaluation (TCE) must be completed and submitted to the Registrar’s Office before the degree conferral date. All transfer credit evaluations received after the degree conferral date will delay the awarding of the degree to the next degree conferral date.

### D. Transfer Credit Limits

Transfer credits include advanced standing, transfer credits earned before matriculation at The New School, and transfer credits awarded after matriculation.

1. **Advanced Standing for New Matriculated Students:** Students may not exceed the maximum number of credits permitted for advanced standing. Students who have completed experiences in excess of maximum may work with an Admissions Counselor or Student Success Advisor to elect which credits to apply to their record, up to the maximum.
   i. **Entering a Bachelors’ program:** These students may transfer a maximum of 32 credits to apply toward advanced standing credit.
   ii. **Entering an Associates’ program:** These students may transfer a maximum of
30-31 credits, depending on their program, to apply toward advanced standing credit.

2. **All Students:**
   i. Students must meet the residency requirements for their program.
   ii. Transfer credit may makeup, in total, no more than half of a student’s major requirements.
   iii. Students may not exceed the maximum number of transfer credits permitted for their degree:
      a. **Associate of Applied Sciences:** Students in AAS programs may transfer a maximum of 30-31 credits.
      b. **Bachelor's Program for Adults and Transfer Students (BPATS):** BPATS students may transfer a maximum of 84 credits, of which up to 30 credits may be awarded via the Prior Learning Assessment process.
      c. **BA/BFA:** Students may transfer a maximum of 42 liberal arts credits and 42 studio art credits from another institution.
      d. **Jazz and Contemporary Music BFA:** Students may transfer a combined maximum of 64 credits to The New School. Credits in each of the following areas may not exceed the stated maximums of 48 music studio; 15 music history; 15 Liberal Arts.
      e. **BFA Dramatic Arts:** Students may transfer a combined maximum of 30 credits to The New School.
      f. **Other Bachelors’ Programs:** Students in all other Bachelors programs may transfer a maximum of 60 credits from another institution to The New School.

E. **Residency Requirements**

1. **Associate of Applied Science Students:** Must earn at least 30 credits in residency at The New School.
2. **All Bachelor’s Students (unless otherwise specified):** Must earn at least 60 credits in residency at The New School. Once senior status is attained (minimum of 90 credits), courses may not be taken off campus without the written approval of the program director and the school or college dean.
   i. **Bachelors of Music Students:** Must complete these credits in at least four consecutive semesters in full-time study.
3. **Bachelor’s Program for Adults and Transfer Students (BPATS):** must earn at least 36 credits in residency at The New School.
4. **Individual Academic Programs:** may require more credits in residence than this policy requires.
5. **Study Abroad Credits:** Do not count towards the residency requirement unless the institution or program abroad has a pre-approved standing agreement with The New School or by written exception by the appropriate member of the college’s dean’s office before the student embarks on the curricular experience.

F. **Post-Matriculation Transfer Credit**
Continuing students wishing to obtain transfer credits for study outside of The New School must obtain approval prior to registering at the visiting institution. Consortium and partner institutions or programs of study with which The New School has a formal agreement may be exempt from parts of this policy. Students should check with their advisors and read the terms of the agreement before registering for courses outside of The New School.

G. **Displaced Persons and Other Extenuating Circumstances**
1. **Extreme Events**: If a student cannot provide the appropriate copies of official transcripts or other documentation from their previous institutions due to sudden or extreme events such as the loss of diplomatic relations between the United States and another country, the rise of an unstable government, civil war, ongoing intense crime or violence, or violent events, The New School will accept unofficial copies of documents until said events have been resolved. If the student is found to have falsified documentation or credentials, consequences for such actions will follow those outlined in the Student Code of Conduct, Academic Integrity and Honesty Policy and any other applicable University Policy.

2. **Natural Disasters**: In cases of natural disaster, students will have one year following the event to obtain copies of appropriate or required documentation. Extension can be granted in extenuating circumstances, at the discretion of the Registrar’s Office. If said documentation is permanently lost to the student, The New School will first address legal obligations required within guidelines provided by state and federal entities. Second, The New School will follow national or international best practice.

3. **Stateless Persons or Refugees**: A unique pathway will be developed for each displaced person or refugee if an alternative pathway to completing their education is needed. The following steps may be implemented to assess a student’s academic history and develop a completion pathway:
   i. An application for admission
   ii. A sworn or personal statement from the applicant
   iii. A personal interview with faculty and staff
   iv. Assembling a portfolio of available background and evidence including: any available transcripts (including partial and non-formal transcripts; past student identifications; class lists; proof of tuition payments; admittance to or proof of state examinations; copies of license or certificates; copies of diplomas; or copies of professional identification
   v. Assessment of competencies via sample works or writings, interviews, examination or special projects with faculty or staff.

**IV. Definitions**

1. **Accreditation**: All degree-granting institutions that have a physical presence in New York must be authorized by the Board of Regents to operate as a college or university. After that authorization, the State Education Department reviews and registers (approves) the individual programs of study leading to degrees and credit-bearing certificates according to standards of academic quality in the Regulations of the Commissioner of Education. Institutional (regional) accreditation refers to a voluntary process. Accreditation by an entity recognized by the U.S. Department of Education allows institutions to participate in Title IV (financial aid) and other Federal funds. The U.S. Department of Education maintains a web site of accredited postsecondary institutions and programs.

2. **Articulation Agreements**: An agreement between two or more institutions of higher education with the intent to simplify the transfer process for students. The universities reach a consensus on which courses are acceptable for transfer, without further review, by narrowing the range of courses or by providing a sequence of courses that could or should be taken to satisfy degree requirements at both institutions.

3. **Degree**: A credential conferred to a student upon satisfactory completion of a course of study.

4. **Internal Transfer Student**: Students who transfer from one school within The New School to another are considered internal transfer students. Additionally, this designation includes any student at The New School for Social research who matriculates from an M.A. to a Ph.D. program.

5. **International Student**: This section describes the enrollment of nonresident aliens by region
and country of origin. Regions, and countries included within each region, follow the classification used by IIE (Institute of International Education). Sometimes referred to as an “international” student at other institutions of higher education.

6. **Major**: An established set of courses that provides knowledge of breadth and depth, as well as relevant skills, in a particular subject or interdisciplinary field, and in a student’s degree program.

7. **Matriculated student**: Students in bachelor's degree programs, associate degree programs, or occupational programs of one to four years that result in a credit-bearing certificate or diploma.

8. **Residency**: Time spent at the university completing educational requirements.

9. **Transfer student**: A student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate). The student may transfer with or without credit.

10. **Visiting student**: Visiting students are enrolled in credit-bearing courses but are not matriculated in a degree or certificate program at The New School, i.e., a student who is matriculated at another institution. Visiting students are part of a group includes Mobility-In and Non-Degree students. There is an application process for admission.

Issuing Authority: Registrar’s Office

Responsible Officer: Registrar

Who should read this policy?
- Undergraduate students seeking advanced standing and/or transfer credits
- Department Chairs and Program Directors
- Academic and Faculty Advisors
- Deans’ Offices
- Admissions Office
- Registrar’s Office

Resources:
- [NYSED Guidance – Undergraduate Enrollment in Graduate Courses and Degree Integrity](#)
- [NYSED Memo: Awarding Credit for Same Courses In Different Programs](#)
- [MSCHE Policy on Transfer Credit, Prior Learning and Articulation](#)
- [MSCHE Policy on Advertising, Student Recruitment, and Representation of Accreditation Status](#)
- [World Education Services: Credential Assessment for Refugees](#)