

# UNDERGRADUATE TRANSFER COURSE GUIDELINES

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- The final 24 credits required for graduation must be completed at Montclair State University and cannot be acquired through transfer.
- Students must complete a minimum of 30 credits at Montclair State in order to earn a Montclair degree. However, Montclair State University does not limit the number of credits that may be transferred from a regionally accredited 4-year institution.
- Students may transfer no more than 60 credits towards their degree from a regionally accredited 2-year institution (community college) or 2-year program.
- Any student who transfers in courses that apply to their major from another institution is required to complete a minimum of 12 credit hours of upper division course work (300/400 level) in the major at Montclair State University. Some curricula may require more than this minimum.
- Only grades of C- or better are accepted in transfer. However, there are two exceptions:
  - Credits are accepted when a D grade is earned as part of a New Jersey Associate's Degree in the Arts or Sciences (an A.A. or A.S. degree).
  - When the 1st grade in a two-term sequence of courses is a D and the 2nd course grade is a C- or better, credits for both courses are accepted.
- Students will receive 2/3 of a Montclair State credit hour for each quarter hour earned elsewhere. This equation does not result in the loss of transfer credits.
- Courses taken with grades of "P", "CR", or "S" are accepted at full credit value provided they are college level credits.
- In progress transfer courses will appear on the degree audit with a grade of "TIP" and 0 credits. The courses will not appear with a grade and the correct amount of credits until Admissions receives an OFFICIAL final transcript indicating the successful completion of those courses.
- Only coursework submitted on an official transcript will be posted to the Montclair State transcript.
- Transfer courses equated to DPT will require Departmental review to determine if they meet requirements other than free electives. Students are responsible for contacting the academic department offering the subject area for a DPT transfer course review.