

Transfer Credit Policy

Students must complete the last 25 percent of the credits required for their degree at Berkeley College.

Transfer Credit: Berkeley College will accept transfer credits from regionally accredited post-secondary institutions for courses in which the student earned a minimum grade of C and that are applicable to the student's program at Berkeley.

Foreign Transcripts: Foreign transcripts will be evaluated considering the relative strength of the foreign curriculum, applicability to the Berkeley College Program in which the student seeks to enroll, and other factors. Prior to enrolling, students are advised of the number of transfer credits that will be applied. Acceptance of transfer credits is solely within the discretion of the College, the decisions of which shall be final.

Transfer credits appear as "CR" on the student's Berkeley College transcript and are not included in the GPA calculation. Transferability of credit is recorded on a student's Berkeley College transcript upon receipt of an official transcript from the previous institution.

Legal Specialty Courses: The transcript evaluator determines whether the course for which a student seeks transfer credit is from an ABA-approved program offered by a regionally accredited university or college; whether the student achieved a grade of "C" or better in the course; and whether Berkeley College offers the course as a legal specialty. The syllabus for that course is compared to the College's course syllabus. A determination is made whether the courses are similar enough for acceptance by the College. To be considered for transfer credit, the following legal specialty courses must have covered the state laws applicable to the Berkeley College location at which the student's program will be delivered: Torts; Litigation; Legal Research and Writing; Advanced Legal Research and Writing; Advanced Litigation; Real Estate Law; Family Law; Criminal Law and Procedures; and Wills, Trusts, and Estates.

A student may transfer no more than three legal specialty courses.

New Jersey Comprehensive State-wide Transfer Agreement: Berkeley College has implemented the New Jersey Comprehensive State-wide Transfer Agreement, which provides for a seamless transition from associate to baccalaureate degree programs and supports the successful acquisition of baccalaureate degrees by transfer students. An A.A. or A.S. degree from a New Jersey community college will be fully transferable as 90 credits to be counted towards the degree requirements of a New Jersey baccalaureate degree, with the 90 credits to be granted as either course-by-course equivalencies between courses in the student's A.A. or A.S. degree and those at Berkeley College or as general elective credits.

To the extent that Berkeley College's different baccalaureate degrees have varying requirements concerning elective credits, students are advised to consult with the Advisement Department at their intended location to determine the applicability of their transferred credits towards their intended program of study at Berkeley College.

Berkeley College has established an [appeal process](#) through which transfer students can appeal a decision that they believe is not consistent with this Agreement. Questions regarding the appeals process can be forwarded to the Registrar Department.

Upper Division: To be admitted directly to an Upper Division, students must have completed either (1) a relevant Associate's degree or (2) at least 60 semester/ 90 quarter credits in appropriate course work with a grade of C or better at Berkeley College or another regionally accredited institution.

Credit by Challenge Examination: Advanced placement and appropriate academic credit will be granted to students passing challenge exams who demonstrate mastery of any course offered by Berkeley College. Credit for such courses will appear as “CE” on the student’s Berkeley College transcript and will not be included in the GPA calculation.

Credit by Advanced Placement Examination: Students who have taken college-level courses in high school and who have passed the Advanced Placement exams given by the College Board will receive credit for those courses if they are applicable to their program at Berkeley College. Credit for such courses will appear as “CR” on the student’s Berkeley College transcript and will not be included in the GPA calculation.

Credit from Articulation Agreements: Berkeley College will grant credit from tech-prep agreements or other articulation agreements with high schools and postsecondary institutions. Credit for such courses will appear as “CR” on the student’s Berkeley College transcript and will not be included in the GPA calculation.

Credit for Prior Learning: Many adults have acquired learning outside the formal classroom. In some cases, that learning is college level and can earn college credit. The College assesses portfolios for possible credit. Over the course of a quarter, the student will work with a faculty member and, through the process of reflection, analysis, and articulation, develop the narratives and support documentation necessary to earn college credits for college-level learning. A fully documented experiential learning portfolio must be submitted for faculty evaluation. Credit for such courses will appear as “CP” on the student’s Berkeley College transcript and will not be included in the GPA calculation.

Berkeley College grants credit as recommended by standard assessment guides, including National PONSI (Program on Noncollegiate-Sponsored Instruction); ACE (The American Council on Education); and DANTES (Defense Activity for Non-Traditional Educational Support). The College also grants credit for acceptable scores on national standardized examinations including CLEP (College-Level Examination Program); ACT-PEP (American College Testing-Proficiency Examination Program); and for professional certification exams in the ACE exam guide. The academic advisor will counsel students, review the possibilities for credit recognition, and determine the best method for assessment.

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