TRANSFER OF CREDITS

Policy Id:
AD.017 – Transfer of Credits

Contact:
Office of Admissions

Last Modified:
May 6, 2013
TRANSFER OF CREDITS:

Undergraduate Students
Students are required to submit transcripts for all of the colleges they have attended prior to applying to admissions to John Jay College. John Jay College accepts credit from accredited institutions of higher education in the United States. Transcripts are evaluated by Office of Testing and Evaluation. Students receive a preliminary evaluation prior to registration and are invited to attend an academic workshop by the Office of Academic Advisement. Updated transcripts that are received are posted on the student’s records throughout the semester. Students may transfer a maximum of 68 credits from community colleges and a total of 90 credits from any combination of external credits (military and professional training), community, and senior colleges.

Graduate Students
Matriculated students may apply for up to 12 transfer credits for prior graduate work at accredited college, provided the courses were completed with a grade of B or higher within an appropriate time preceding the time of application. Courses taken more than seven years preceding the time of graduate application for admission will be accepted only in exceptional circumstances.

Credits must be approved by the program director of the respective degree program. Students must list the courses taken at the other institution(s) and must also submit the course description from the college catalog.

A request for transfer of credit should be filed during the first semester a student attends the graduate program. Completed application must be submitted to the Office of Admissions.

Admission Application Fraud Policy
The submission of documents in support of applications for admission such as transcripts, diplomas, test scores, references, or the applications themselves, that are forged, fraudulent, altered from the original, obtained under false pretenses, or that omit information, including registration and/or attendance at a college, university, or postsecondary institution after high school, are prohibited. An applicant who submits a fraudulent document or who omits any information will be barred from attending or considered for admission to CUNY for five years.

Admissions Disclaimer
The college reserves the right to deny admission to any student if in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the college or the college community. That judgment will be based on an individualized determination taking into account any information the college has about the crime committed by the student and the particular circumstances of the college, including the presence of a child care center, summer camp, public school or public school students on the campus. In addition, the college may consider factors such as the amount of time since the crime was committed, the amount of jail time served by the student, the number of years the student was on probation or parole, whether the student has satisfied probation or parole requirements at the time of the student’s application, whether the student has completed drug, alcohol, sex offender or other treatment, and what work or educational experience the student has had after the conviction. Finally, if the student is known to have been assisted by a CUNY-sponsored or other re-entry program or initiative, the college will consult with a counselor or representative from said program.