Transfer to Bergen Community College Process:
Steps for Transfer Students to Follow

Application for Credits

Students can transfer a maximum of 45 credits into an Associate Degree program, or 18 credits into a Certificate program. Two General Education courses can be transferred in for students in Certificate of Achievement programs, but if course work has recently been completed, student can speak with the department chair for further credit or course substitutions.

- Only courses with a “C” grade or higher may be accepted (numerical equivalency or letter equivalency). Passing, “P,” grades must = “C or better.”

- Courses must be from properly accredited colleges/universities, AND be a part of a properly accredited program. For example, legal courses offered at an accredited college/university, but are not part of an American Bar Association accredited program, cannot transfer.

- Grades do not transfer from other institutions. Transferred courses will be listed with a “TR” code under the grade heading.

- Health Program courses cannot transfer into BCC.

- Post-baccalaureate courses cannot transfer into BCC.

- Computer courses completed more than 10 years prior to application date cannot transfer.

- If student returns to BCC for a second degree, and took courses at another college, credits do not transfer in unless needed for new major. Up to 45 credits can transfer over from original BCC degree, so this must be determined before adding new credits.

- Some colleges grant four credits for a course. If BCC only gives three credits, the student is to receive only three credits. Some colleges grant less credit for a course than does BCC, therefore, the student cannot be given credit for the course.

- A course code, 199 and 299, may be assigned for college courses that BCC does not offer, or for three credit science or math courses, where the BCC course is worth four credits. The 199 and 299 course is an elective within that area of study, and can count as a General Education requirement.
• If there is no clear BCC equivalent, student would need to provide a course outline or syllabus to the Office of Admissions, and possibly, to the head of the department of the course in question. Department Chairs are to submit in writing, to the Transcript Evaluator, his/her decision regarding course credit.

• If student earned six credits for one course, a course description or outline should be supplied to the Department Chair asking if the student can receive credit for two courses.

• Only six credits of legal courses can count from a college out of state or out of county. The courses need to be from an ABA accredited program. The Department Chair of the Paralegal Program would need to make the determination of which, if any, credits are acceptable.

• At many universities and colleges, a Literature course serves as the second writing course, equivalent to BCC’s WRT-201. The course needs to have required a research paper in order to earn credit.

Course Exceptions

Student can get an exception to a course required in their program if student completed a related course at another school for which no transfer equivalency exists. The student would fill out an “Adjustment of Degree Requirements” form and ask Department Chair to sign it, then bring the form to the Office of Registration. A Registrar would have to enter the course into the student’s account. For example, a Holocaust course which BCC does not offer could fulfill the Diversity or History requirement.

High School Students

High school students who completed college course work should have an official transcript from the college that sponsored the course work delivered to the Office of Admissions in a sealed envelope from the college.

High school students who have completed one or more Advanced Placement (AP) examinations may receive college credit with a score of three or above. Please refer to the College Catalog for details. Scores must be sent to the Office of Registration directly from the College Entrance Examination Board (CEEB) before credit is awarded.

High school students who completed International Baccalaureate (IB) courses cannot receive credit for this program.

College Students
Current or former college/university students wishing to receive college credit at Bergen Community College (BCC) must deliver an official transcript from each college attended to the Office of Admissions in a sealed envelope from the college. An English 101 course completed at School 1 and listed on the transcript for School 2 does not qualify.

Bergen only accepts courses from Regionally Accredited Colleges and Universities. Look on the college’s website or back of transcript for one of the following accreditations (note: these can change yearly):

- Middle States Association of Colleges and Schools, Middle States Commission on Higher Education
- New England Association of Schools and Colleges, Commission on Institutions of Higher Education
- North Central Association of Colleges and Schools, The Higher Learning Commission
- Southern Association of Colleges and Schools, Commission on Colleges
- Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges
- Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities
- [Northwest Commission on Colleges and Universities may be eligible]

**Students from Specialty Schools or Institutes**

Bergen Community College (BCC) established articulation agreements with local schools that do not meet the accreditation standards set for colleges and universities. Students who attended one of the schools below may receive credit for their studies.

ACE= American Council on Education. Student sends transcript/ course grade sheet to ACE (www.acenet.edu) and requests an evaluation to be sent to BCC. ACE does not provide grades. If needed at BCC, students would have to send grades in separately.

**Anthem Institute (formerly Chubb Institute)**

Student must send transcript to ACE for an evaluation report. No agreement is in place for courses to transfer, so student would have to bring the report and course descriptions or syllabi to BCC department chairs for evaluation.

**Berkeley College**
An accredited college. Berkeley has several campuses so student needs to submit transcripts from each location at which courses were taken. Berkeley offers quarterly courses, therefore, 4 credits at Berkeley College equals 3 credits at BCC.

**Computer Learning Center (defunct)**

Course work is not accepted for transfer.

**Devry University**

An accredited college. Student should have an official transcript delivered to the Office of Admissions in a sealed envelope from DeVry University.

**Dover Business School**

Course work is not accepted for transfer, unless completed after July 1, 2013 when Berkeley College purchased the Dover Business School.

**Eastwick College/ Ho-Ho-Kus School**

Student must send transcript to ACE for an evaluation report. Only Anatomy and Physiology (A & P) courses and computer courses can transfer to BCC. Students in Eastwick College’s LPN program must have completed 3 courses in A & P to qualify for BIO-109 and BIO-209 at BCC.

**Katherine Gibbs School**

Course work is not accepted for transfer.

**Lincoln Tech/ Cittone Institute**

Course work is not accepted for transfer.

**International Students**

Students who attended institutions of higher learning in other countries must have their transcript translated into English and evaluated course by course by an agency associated with the National Association of Credential Evaluation Services (www.naces.org). Evaluations from the NACES member must be delivered to the Office of Admissions in a sealed envelope from the NACES member.

- Evaluation must state that credits are from an accredited college/university in order for student to receive credit.
- Courses that pertain to the country are not accepted as transfer, e.g., law, accounting courses. English courses also are not accepted unless the student studied the English Language/Literature as her/his program of study.
- Transfer of credit is based solely on the NACES member’s evaluation. If evaluation does not provide grades, then the course cannot transfer. If the number of credits listed for a course is too minimal, then the course cannot transfer.

- Course outlines for science, math, and technical courses may be required to earn equivalent credit at Bergen Community College.

### Military Personnel

Since Bergen Community College is a SOC institution, credit is awarded for basic or recruit training by submitting your official separation paper (Form DD214). An honorable discharge entitles you to 2 credits for health education, WEX 101, and 1 credit for physical activity, WEX 112. Military personnel can also submit a Joint Services Transcript which may lead to the awarding of WEX 101, WEX 112, 6 credits of free electives, plus other credit based on the determination of academic department chairs.

### Bergen County Police Officers, Corrections Officers and Emergency Medical Technicians

Bergen Community College (BCC) established an agreement with the Bergen County Law & Public Safety Institute to grant graduates of the Institute with college credit. Students need to present their graduate certificate or an ACE evaluation to the Office of Admissions in order to receive credit [ACE= American Council on Education. Students send their course work to ACE (www.acenet.edu) and ask for an evaluation to be sent to BCC].

**Bergen County Police Officers**

Student is given credit for: CRJ 101, 103, 109; WEX 101, 202, 159. Cannot receive credit for courses completed if still in training.

Credit is not provided for the “Class 1B Special Law Enforcement Officer” certificate.

**Bergen County Correction Officers**

Student is given credit for: CRJ 101, 102, 108; WEX 101, 202, 159. Cannot receive credit for courses completed if still in training.

**Bergen County Emergency Medical Technicians**

Student is given credit for: WEX 159.

**Bergen County Firefighters**

There is no agreement in place to grant firefighters credit at Bergen Community College, except for those students in the Certificate of Achievement for Fire Science.
IBEW Electrical Workers

Students possessing IBEW Certification (3 year Communications or 5-year Inside Wireman Apprenticeship) will receive college credit at Bergen Community College (BCC). Students need to submit paperwork to the American Council on Education (www.acenet.edu) and ask for an evaluation to be sent to the Office at Admissions at BCC. Students are given credit only if enrolled in the Electronics Technology program, and will receive credit for: ELC 100, 101, 201, 203, 204, 214, 215, 452; TEC 180.

Testing and Life Experience Credit

Advanced Placement Examinations (AP)

Students who have taken one or more advanced placement exams in high school may receive course credit with a score of three or above. Please refer to the College Catalog for details. Scores must be submitted to the Office of Registration directly from the College Entrance Examination Board before credit is awarded.

College Level Examination Program (CLEP)

CLEP offers students an opportunity to receive college credit for what a student already knows, by earning qualifying scores on any of the 30+ CLEP Exams. Please contact the Office of Testing at Bergen Community College for further information. Scores must be received by the Office of Admissions directly from the College Entrance Examination Board before credit is awarded.

NYU Foreign Language Proficiency Testing

Through New York University’s School of Continuing and Professional Studies, students may take a foreign language proficiency exam to earn credit at Bergen Community College. Students must take the 16-point exam (not the 12-point exam) and score 13 out of 16 points. Students will receive credit for the first language course (3 credits). Students who wish to test in Spanish, German or French should consider taking the College Level Examination Program (CLEP) exam, from which a student can earn 12 credits in Language.

Life Experience Credits

Bergen Community College (BCC) does not grant credit for life experience, however, students seeking life experience credits can contact Thomas Edison State College (www.tesc.edu) for portfolio assessment. Students can transfer credits from Thomas Edison State College to BCC if the courses are applicable to their current curriculum requirements.