

<b>Section:</b>	V.3.29	
<b>Title:</b>	International/Domestic Exchange	
<b>Effective Date:</b>	August 11, 2022	
<b>Approved By:</b>	Director of Records and Registration	
<b>Responsible Unit:</b>	Enrollment Management (609) 771-2141; recreg@tcnj.edu	
<b>Related Documents:</b>	<ul style="list-style-type: none"> <li>● Ungraded Option Policy<sup>1</sup></li> <li>● <a href="#">International/National Exchange Academic Evaluation Form</a></li> <li>● <a href="#">TCNJ Study Center/Domestic Off-Campus Academic Evaluation Form</a></li> </ul>	
<b>History:</b>		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
3.0	August 11, 2022	Revised policy
2.0	October 20, 2017	Revised policy
1.0	August 1, 2011	New policy; Initial Release

## I. INTRODUCTION

This policy outlines the approval process for college credits earned through a student's enrollment in international and domestic exchange programs.

## II. DEFINITIONS

N/A

## III. POLICY

College credits earned during a student's participation in an approved International Exchange will be reflected as transfer credit on a student's academic records and will count toward total earned hours at TCNJ. Grades earned will not be computed in a student's TCNJ grade point average. Only earned grades of "C" or higher will be awarded credit. All courses and grades earned for a student's participation in a TCNJ Study Center or other domestic off campus program will be entered on

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<sup>1</sup> The Ungraded Option is available for courses offered on the TCNJ main campus in any term of enrollment, and therefore specifically excludes Faculty-led Off Campus Experiences, Exchange Programs, Study Abroad or Away Programs, and/or the TCNJ-Sponsored Semester Abroad.

the TCNJ transcript as the equivalent TCNJ course with the earned grade computed into the GPA.

Upon receipt of a student's official transcript from the International Study Abroad or partner institution, the Office of Records and Registration will review and determine the number of credits awarded. 15 contact hours is considered equivalent to .25 units at TCNJ with 60 contact hours required to earn 1 course unit at the College.

Students must complete the International Exchange Academic Evaluation or TCNJ Study Center/ Domestic Off Campus Academic Evaluation form the semester BEFORE the exchange or study abroad program and indicate the courses they will be taking at the host institution equivalent to those they would be taking at TCNJ. The form must be completed and returned to the Center for Global Engagement with all required signatures for final approval. Students will need to obtain the required signatures by submitting the form with course descriptions to such pertinent offices as the appropriate academic department for major/minor requirements, Office of Liberal Learning for course requirements that meet liberal learning, and/or Office of Records and Registration for elective courses.

It is the student's responsibility to request an official transcript of all work completed at the host institution BEFORE returning to TCNJ. Any follow up on the posting of approved credits to a student's TCNJ transcript should be directed to the Office of Records & Registration.