RUTGERS
School of Arts and Sciences

Office of Academic Services
Rutgers, The State University of New Jersey
School of Arts and Sciences
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732-445-2050
Fax: 732-445-2175

Transfer Credit Preapproval Form

Name: _____
Last First Middle Initial

RUID: _____ Date: _____

E-mail address: _____ Class (Month/Year): _____

Current Degree Requirements (check one):
__ SAS __ Douglass College __ Rutgers College __ Livingston College __ University College

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Transfer Credit Policies

- **Summer Session:** In summer sessions, a student may earn a maximum of 1 credit per week (i.e., in a 6-week summer session, you can earn a maximum of 6 credits).
- **Winter Session:** In winter session, a student may earn a maximum of 1 credit per week, but may take only 1 course.
- **Course Length:** Courses will not be evaluated without exact start and end dates.
- **Grade Requirement:** Credit will be granted only for courses in which a grade of C or better is earned.
- **Transcripts:** It is the student's responsibility to have an official transcript sent to the Office of Academic Services (at the above address) at the conclusion of the course.
- **NJ Community College Courses:** Courses with NJ Transfer equivalents require a printed copy of the equivalency screen attached to this form. To find the equivalency screen, go to http://www.njtransfer.org, click "Find Course Equivalencies" on the left side, enter the name of the community college and Rutgers-SAS, and then enter course code at community college.
- **Courses at Other Colleges:** Bring this form and a course description to the Rutgers department that offers similar courses. Course must be approved and given a Rutgers course equivalent by the department.

Please complete in full (please print):

School: _____ Semester/Year: _____

Course Name: _____ Course Number: _____

Credits: _____ Start Date: _____ End Date: _____ Online course? Y N

Check one: ____ NJ Community College: Attach NJ Transfer equivalent screen (see above)

____ Department: _____ Approval Signature: _____

Rutgers Equivalent: _____ Date: _____

_____ _____
Signature of Student Date

Decisions will be sent via email

DEAN'S OFFICE DECISION _____ Approved _____ Denied

Signature: _____ Date: _____ Rev 4/08