

Transfer Credit Preapproval Form

Name: _____
Last First Middle Initial

RUID: _____ **Official Rutgers Email ONLY:** _____

NetID: _____ **Declared Graduation Date (month/year):** _____

Degree Requirements (check one): _____ SAS Liberal Arts General Education Reqs _____ SAS Core Curriculum
(look in Degree Navigator if you aren't sure)

How to Complete this Form

- **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 Rutgers-Newark or Rutgers-Camden:** If the course is being used for your major or minor, have the course approved by your major/minor department below.
- **All Other Courses Outside of Rutgers University:** 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.

Transfer Credit Policies

- **Summer Session:** A student may earn a maximum of 12 credits; we strongly recommend not exceeding 6 credits in one session.
- **Winter Session:** A student may earn a maximum of 3 credits and may only take 1 course.
- **Fall and Spring terms:** Courses will not be approved for students who also hold a concurrent Rutgers registration.
- **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.
- **Decisions will be sent via your official Rutgers email within 2 weeks.**

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)

_____ Rutgers-Newark or Rutgers-Camden
Is this course for a major or minor? If so, which major or minor? _____
Which Rutgers-NB course will this replace, or which requirement will it fulfill? _____
Major/Minor Departmental Approval Signature: _____

_____ All Other Courses Outside of Rutgers University
Department: _____ Approval Signature: _____
Rutgers Equivalent: _____ Date: _____

Signature of Student _____ Date _____

For Office Use Only Rev 1/13