

### Transfer Credit Preapproval Form

Please print clearly

**Name:** \_\_\_\_\_  
 Last First Middle Initial

**RUID:** \_\_\_\_\_ **Official Rutgers Email ONLY:** \_\_\_\_\_

**NetID:** \_\_\_\_\_ **Declared Graduation Date (month/year):** \_\_\_\_\_

---

**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 prior to bringing your request to an SAS Advising Center for final approval. Please note, Newark and Camden courses are not recognized in the New Brunswick registration system and will not serve as pre-requisites.
- **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 prior to bringing your request to an SAS Advising Center for final approval.

**Transfer Credit Policies**

- **Summer Session:** A student may earn a maximum of 12 credits; we strongly recommend you do not exceed 6 credits in one session.
- **Winter Session:** A student may take no more than two courses for a maximum of 3 credits, unless it is a single course of more credits.
- **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. If you are attending Rutgers Newark/Camden, there is no need to submit a transcript.
- **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

**NJ Community College Courses:** Attach NJ Transfer equivalent screen (see above)

**All Other Courses:**

Department: \_\_\_\_\_ Approval Signature: \_\_\_\_\_  
 Rutgers Equivalent: \_\_\_\_\_ Date: \_\_\_\_\_

\*Please note, Rutgers-Newark/Camden courses are not approved for the SAS Core Curriculum

Student Signature: I agree to the terms and conditions of SAS transfer policies \_\_\_\_\_ Date \_\_\_\_\_