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 Req ________ 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

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