Transfer Credit Preapproval Form

Name: ___________________________ ___________________________ ___________________________
      Last                      First                      Middle Initial

RUID: ___________________________ Declared Graduation Date (month / year) ___________________________

RUTGERS email address: __________________________________________________________

Degree Requirements (check one)   ________ SAS Liberal Arts General Education   ________ SAS Core Curriculum
(look in Degree Navigator if you are not 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, prior to seeking approval from the Rutgers Business School Office of Undergraduate Programs. To find the equivalency screen, go to [http://www.njtransfer.org](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 second major or your minor, have the course approved by your major/minor department below. *If the course is not for major/minor credit, the RBS Office of Undergraduate Programs can approve the course for you.*

• **Courses at Other Colleges:** Bring this form and a course syllabus 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 summer credits.

• **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 Undergraduate Services - Rutgers Business School (at the above address) at the conclusion of the course. Credits will not be added to a student’s RU record without an official transcript.

• **Decisions will be sent via 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

RBS Office of Undergraduate Programs (or Rutgers Department): ___________________________

Approval Signature: ___________________________ Date: ___________________________

Rutgers Course Equivalent: ___________________________ Date: ___________________________

Rutgers Course #: ___________________________

Signature of Student ___________________________ Date ___________________________

For Office Use Only

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