Transfer Credit Preapproval Form

Name: __________________________________________________________

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle Initial</th>
</tr>
</thead>
</table>

RUID: ____________________________ Declar. Graduation Date (month / year) _____________________________

RUTGERS email address: __________________________________________________________

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 RBS Undergraduate Office. To find the equivalency screen, go to http://www.njtransfer.org, click “Find Course Equivalencies,” enter the name of the community college and transferring to Rutgers-SAS, and then enter the course number from the 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 Undergraduate Office 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. Freshmen may not take winter courses.
- **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 RBS Undergraduate Office (at the above address) at the conclusion of the course. Credits will not be added to a student’s Rutgers record without an official transcript.
- **Pre-approval decisions will be sent via email in 5-7 business days.**

Please complete in full (PLEASE PRINT):

<table>
<thead>
<tr>
<th>School: __________________________________________</th>
<th>Semester/Year: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Name: _________________________________</td>
<td>Course Number: ____________________________</td>
</tr>
</tbody>
</table>

Credits: _______ Start Date: ___________ End Date: ___________ Online course? Y N

RBS Undergrad Office (or Rutgers Department): __________________________________________________________

Approval Signature: __________________________________ Date ___________

Title of Rutgers Course Equivalent: __________________________________________

Rutgers Course #: __________________________

Signature of Student __________________________ Date ___________

For Office Use Only

Rev 2/2017