RUTGERS
School of Arts and Sciences

Advising and Academic Services
School of Arts and Sciences
Rutgers, The State University of New Jersey
54 Joyce Kilmer Avenue
Piscataway, NJ 08854-8040

Completed forms must be emailed to: transfers@sas.rutgers.edu

Transfer Credit Preapproval Form

Please type or print in pen

Name: _____

Last   First   Middle Initial

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

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

HOW TO COMPLETE THIS FORM

o **NJ Community College Courses:** Courses with NJ Transfer equivalents require a printed copy of the equivalency screen attached to this form. To find equivalencies, go to http://www.njtransfer.org, click "Find Course Equivalencies," enter the name of the community college and Rutgers-SAS, and then enter course code at community college.

o **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. Newark and Camden courses are not permitted in the Fall or Spring term.

o **All Other Courses Outside of Rutgers University:** Bring this form and a syllabus 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

o **Summer Session:** A student may earn a maximum of 12 credits.

o **Winter Session:** A student may take no more than a maximum of 3 credits, unless it is a single course of 4.0 credits.

o **Fall and Spring terms:** Courses will not be approved for students who also hold a concurrent Rutgers registration.

o **Course Length:** Courses will not be evaluated without exact start and end dates.

o **Grade Requirement:** Credit will only be granted for courses in which a grade of C or better is earned.

o **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.

o **Timeline:** Summer preapproval processing begins on Feb. 15th. Winter preapproval processing begins on Oct. 1st.

SUBMISSION OF THIS FORM DOES NOT GUARANTEE APPROVAL: YOUR APPROVAL/DENIAL WILL BE SENT TO YOUR RUTGERS EMAIL ADDRESS WITHIN 2 WEEKS

Please complete in full:

School: _____   Semester/Year: _____

Course Name: _____   Course Number: _____

Credits: _____   Start Date: _____   End Date: _____   Online course? Y ☐ N ☐

Due to COVID-19, if your Summer 2020 course moves to remote instruction, this decision is still valid.

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

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Final Approval/Review Notes Below: For Office Use Only   Rev 3/20