

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

Transfer Credit Preapproval Form

Please type or print in pen

Name: _____

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 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.
- **Courses at Rutgers-Newark or Rutgers-Camden:** Please have the course approved by a major/minor department at RU-NB first, then submit this request 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.
- **All Other Courses Outside of Rutgers University:** Submit this form and a syllabus to the Rutgers department that offers similar courses. Course must be approved and given a RU course equivalency by the dept prior to submitting your request to the SAS Transfer Center for final approval.
- **Non-NJ Community College Math Courses:** Instead of using this form, please complete the Math department's [transfer credit application](#). All submitted requests on that site will be evaluated and sent back to the SAS Transfer Center for final approval.

TRANSFER CREDIT POLICIES

- **Summer Session:** A student may earn a maximum of 12 credits.
- **Winter Session:** A student may take no more than a maximum of 3 credits, unless it is a single course of 4.0 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 only be granted 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 attending RU Newark/Camden, there is no need to submit a transcript.
- **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

Complete all information from away/external school:

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 _____