



Rutgers Business School  
Newark and New Brunswick

Office of Undergraduate Programs  
Rutgers, The State University of New Jersey  
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### Transfer Credit Preapproval Form

Name: \_\_\_\_\_  
Last First Middle Initial

RUID: \_\_\_\_\_ Declared 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):

School: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course Number: \_\_\_\_\_

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