

TAKING A COURSE AT ANOTHER INSTITUTION

Students can **ONLY** request to take courses outside of Rutgers-Newark for the Winter and/or Summer terms – as long as the student is not enrolled in Rutgers Winter/Summer classes at the same time; the off-campus Winter/Summer classes cannot overlap with a Rutgers semester.

Students **CANNOT** take courses off-campus during the Spring and/or Fall semesters if they are also enrolled in Rutgers University courses during the Spring and Fall semesters.

Students **CAN** request to take courses (a maximum of 14 credits total for the student's entire academic career) off-campus (outside of Rutgers-Newark) during the Winter and/or Summer semesters following these conditions:

- **Courses:** The only courses that can be transferred in from outside of Rutgers-Newark without initially attempting the course at Rutgers-Newark are:
 - Natural Science Lecture and Corresponding Lab (note – course must be at least four weeks in length; cannot be taken in Winter)
 - History
 - Literature
 - Arts & Media
 - Other Liberal Arts
 - Macroeconomics (21:220:102)
 - Microeconomics (21:220:101)
 - Statistics (21:220:203 OR 21:640:211)
 - College Algebra (21:640:109)*
 - Pre-Calculus (21:640:114)*
 - Applied Calculus (21:640:119)*
 - Calculus I (21:640:135)*

***Requesting to take Math courses off-campus requires students to read and complete a second form**

- **Repeat Attempts:** If a student attempted a course at Rutgers-Newark and did not pass the class (earned a D or F grade), the course **MUST** be retaken at Rutgers-Newark to have the grade replaced. If the course is not passed after one repeat attempt (meaning the student earned a D or F in the same course twice), permission to take the course off-campus can be granted, and equivalency and credits will transfer and apply to the student's record at Rutgers-Newark
- **Credits:** Students can take and transfer a **MAXIMUM** of 14 credits off-campus over their entire Rutgers-Newark academic career
 - Students who transferred into Rutgers-Newark with an Associate of Arts (AA) or an Associate of Science (AS) and up to 65 credits are eligible to take Statistics and/or Math outside of Rutgers-Newark (according to the conditions outlined above), but free elective transfer credit will be removed so that the total of 65 credits from a two-year school will not be exceeded.
 - 90 credits from four year
- **Approval:** Approval from your academic advisor **MUST** be obtained prior to registering for courses at another institution. To obtain approval, you need to complete the attached form and have it signed by your academic advisor prior to registering and starting any courses being taken outside of Rutgers-Newark.



Rutgers Business School
Newark and New Brunswick

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973-353-5169
Fax: 973-353-5782

• **Grades/Credits:**

- For courses taken at a different Rutgers campus (Rutgers-New Brunswick or Rutgers-Camden), the course credits and final grade WILL factor into the student's cumulative credit count and GPA calculation.
- For courses taken outside of Rutgers (two-year or four-year school), only the course equivalency and credits will transfer and count on the Rutgers record. The grade received at the other institution will not factor into the Rutgers cumulative GPA. A "C" grade or better is required to transfer in the credits and equivalency. An official copy of your transcript listing your course(s) and final grade(s) must be provided for the course equivalency and credit to be applied to your Rutgers record.

I have read and agree: _____ Date: _____
Student Signature



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Please allow 3-5 business days for approval.

Date: _____

Name: _____ RUID: _____
Last First

Major: _____ Total Degree Credits Earned to-date: _____

Rutgers Email: _____

Permission To Take Course(s) At: _____

Host Course Number (e.g. SOC-201)	Course Title	Summer/Winter Year	Credits	OFFICIAL USE ONLY Rutgers Course Number

APPROVED

DENIED

RBS Advisor

Date

RBS Advisor

Date

Comments:

Dean's Signature and Date (required if an exception to any policy listed above is being made):

Dean's Name Deans' Signature Date