TAKING A COURSE AT ANOTHER INSTITUTION

COLLEGE POLICY: Once you have enrolled as a matriculating student at Rutgers Business School-Newark (RBS), all courses must be taken at the Rutgers-Newark campus.

EXCEPTION: For SUMMER/WINTER SESSION the guidelines are as follows:

1. **G.P.A:** You must be in good academic standing (cumulative average of 2.5 or better). Please attach a copy of your transcript.

2. **CREDITS:** You must comply with the Residency Requirements as stated in the Rutgers Undergraduate Catalog. A minimum of 30 of your final 42 credits must be taken at Rutgers University-Newark. You may not exceed the maximum number of credits that transfer from county colleges (65).

3. **ELECTIVES:** You are permitted to take 2 courses as **FREE ELECTIVES** (courses that are not used toward the GENERAL or MAJOR/MINOR college requirements) at any accredited College or University during the summer/winter semester. RBS students may take up to 12 credits of course work off-campus during their undergraduate academic career at Rutgers University-Newark.

4. **GENERAL EDUCATION OR MAJOR/MINOR CREDIT:** You will not be allowed to attend an institution outside Rutgers University-Newark and receive credit toward the GENERAL COLLEGE requirements or the major requirements unless there are extenuating circumstances which can be documented by the RBS Advisement Office, 1 Washington Park, 3rd floor. Students not receiving prior written approval, will not have their credit transferred.

APPROVAL: Approval MUST be obtained prior to registering for courses at another institution. To obtain approval, you should complete the attached form and have it signed by a representative of the RBS Undergraduate Program Office, 1 Washington Park, 3rd floor.

GRADES/CREDITS: For courses taken at institutions other than NJIT or another division of Rutgers, grades will not be computed in your cumulative average at Rutgers University. To receive Rutgers degree credits for this work, a grade of 2.0 "C" or better is required. PLEASE NOTE: It is your responsibility to ensure that an official transcript is forwarded to this office, at the address shown above within 10 days following the completion of your course work.

I have read and agree: ........................................................................................................ Date: ____________________

Student Signature
Please allow 3-5 business days for approval.

Date: ___________________

Name:___________________________________________________________ RUID:___________

Last First

Major: _______ Total Degree Credits to-date: ______ GPA: ____

Email:________________________________________ Phone Number: _________________________

Permission To Take Course(s) At: __________________________________________________________

<table>
<thead>
<tr>
<th>Host Course</th>
<th>Title</th>
<th>Semester/Year</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e.g. SOC-201)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reason for Request:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

APPROVED

Dept. Chair (if required) ____________________________________

RBS Advisor ____________________________________________

Date ____________________________ Date ____________________________

Comments:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

DENIED

Dept. Chair (if required) ____________________________________

RBS Advisor ____________________________________________

Date ____________________________ Date ____________________________

Comments:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________