

## Transfer Course Request

**RSBC POLICY:** All matriculated students at Rutgers, School of Business-Camden (RSBC) are required to complete all coursework for graduation at Rutgers Camden. If extraordinary circumstances compel a student to seek enrollment elsewhere, all coursework to be applied to fulfill graduation requirements must receive written approval prior to enrollment – including coursework taken at other campuses of Rutgers University.

**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 RSBC Academic Services Office. Lower tuition, scheduling convenience, or traveling distance are not sufficient causes to request transfer course approval.

**G.P.A.:** You must be in fair academic standing (cumulative average of 2.5 or better).

**MAJOR PREREQUISITES OR GENERAL EDUCATION ELECTIVES:** RSBC students may be approved to enroll in up to 12 credits in major prerequisite and/general education requirements of course work off-campus during their undergraduate academic career at Rutgers-Camden.

**BUSINESS CORE, MAJOR, and MINOR REQUIREMENTS:** You will not be allowed to attend an institution outside Rutgers-Camden and receive credit toward these requirements unless there are extenuating circumstances that can be documented by the RSBC Academic Services Office (i.e. living out-of-state or country during the summer).

RSBC students are rarely permitted to take any business courses at another institution.

### **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-Camden.
- ✓ You may not exceed the maximum number of credits that transfer from county colleges (60) and from other four-year institutions (90).
- ✓ To receive Rutgers degree credits for this work, a grade of 2.0 "C" or better is required.
- ✓ Transfer credit approval will not be granted retro-actively.

**GRADES:** For courses taken at institutions other than another division of Rutgers, grades will not be computed in your cumulative average at Rutgers University.

**STUDY ABROAD:** You are responsible for ensuring that a course taken abroad can be applied towards a major/minor/general education requirement. Major/Minor courses must be approved by the department head and general education requirements must be approved by a dean. Upon your acceptance by the [Center for Global Education](#), you will be able to access the Course Equivalency form. Please take this to your department(s) along with the relevant syllabi to determine credit equivalencies.

**PLEASE NOTE:** It is your responsibility to ensure that an official transcript is forwarded to the address shown below within 10 days following the completion of your course work.

Attn: Transfer Course Evaluator  
Office of New Student Programs  
Rutgers University  
326 Penn Street  
Camden, NJ 08102

[new.students@camden.rutgers.edu](mailto:new.students@camden.rutgers.edu)

**Prior to enrollment**, students must complete and submit this form and related documents—as a complete packet—to the Academic Service Office (BSB 2nd Floor). Students will be notified of a decision in writing. Requests should be submitted at least thirty (30) days prior to the start of the course(s) requested.

It is the student’s responsibility to **fully complete and submit** the following for each course requested, within the above time constraints:

- ✓ This completed form (both pages)
- ✓ For NJ County/Community College courses: a copy of the “Course Look-up Result” obtained from [www.njtransfer.org](http://www.njtransfer.org) for each course requested.
- ✓ For courses from other institutions (including out-of-state and schools abroad): a copy of the course syllabus for each course requested.
- ✓ A legibly written or typed statement (in space provided below) stating your reasons for requesting permission to complete coursework elsewhere. Any misstatements or misrepresentations, on this form or the attached statement, may result in the request denial or in the denial of transfer credits for courses completed elsewhere.

\_\_\_\_\_  
**Name (Please type or print legibly)**

\_\_\_\_\_  
**RUID**

\_\_\_\_\_  
**Email**

\_\_\_\_\_  
**Telephone Number**

**Total Degree Credits to-date:** \_\_\_\_\_

**Current GPA:** \_\_\_\_\_

**Major:** \_\_\_\_\_

**Credits Already Transferred:** \_\_\_\_\_

**Reason for Request:**

Name (Type or Print Legibly): \_\_\_\_\_

Permission to Take Course(s) at \_\_\_\_\_

Host Course Number	Host Course Title	Term of Study	Credits	OFFICIAL USE ONLY	
				Rutgers Course Number	Decision

Please allow 2-4 weeks for processing.

**FOR OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE**

\_\_\_\_\_ Denied

\_\_\_\_\_ Approved for Enrollment in the designated courses above

\_\_\_\_\_  
Reviewer's Name

\_\_\_\_\_  
Reviewer's Signature

\_\_\_\_\_  
Date forwarded to ONSP

\_\_\_\_\_  
Date Student Notified