

**Application MUST be made PRIOR to semester required**

Graduate students at Rutgers University-Camden are expected to take all their coursework at the Graduate School at Rutgers-Camden, unless they receive special permission in advance. Exceptions may be granted if the student needs a course that will not be offered prior to their graduation date. Lower tuition, scheduling convenience, or traveling distance are not sufficient cause for taking courses elsewhere. Transient credit approval will not be granted retroactively.

Transient courses taken outside of school 56 must also get prior approval.

If students are taking the transient course at a school outside the Rutgers system, then they must have the registrar of the transient school send an official transcript directly to the Graduate School office and the graduate director upon completion of the work. For students taking a course at another Rutgers campus, this step is not necessary.

Acceptance of transient credit is based on a grade of “B” or better and the combined total number of transient credits and transfer credits cannot exceed one-third of the number of credits required for the degree.

**TO BE COMPLETED BY STUDENT:**

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NAME \_\_\_\_\_ RUID \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

Which course do you want to take? (If you are taking a course outside of school 56, please include the **school, subject, and course numbers**)

\_\_\_\_\_

WHEN (SEMESTER)? \_\_\_\_\_

WHERE? \_\_\_\_\_

How many other transfer or transient credits have you accumulated? \_\_\_\_\_

When do you expect to graduate? \_\_\_\_\_

**RECOMMENDATION OF GRADUATE DIRECTOR:**

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Please indicate why the student should be allowed to take this course at another institution or in another school:

Total Credits Recommended \_\_\_\_\_

\_\_\_\_\_  
Graduate Director (Sign and Print)

\_\_\_\_\_  
Date

**APPROVAL OF ASSOCIATE DEAN OF THE GRADUATE SCHOOL:**

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APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_

Total Credits Recommended: \_\_\_\_\_

\_\_\_\_\_  
Associate Dean of the Graduate School (Sign)

\_\_\_\_\_  
Date

**FOR DEAN'S OFFICE USE ONLY:**

DATE PROCESSED \_\_\_\_\_ INITIALS \_\_\_\_\_