

This form is to be completed by the student and *submitted with an official transcript* showing the courses for which credit is requested to the Graduate Program Director. For international students seeking transfer credit, please include a World Education Services (<http://www.wes.org/>) transcript evaluation along with your application. After the Graduate Program Director endorses the application, the form and the transcript will be forwarded for review to the Office of the Graduate School-Camden. When approved, one copy and the accompanying transcript are sent to the Office of the Registrar and another copy is returned to the Graduate Program Director.

Transfer Credit Guidelines:

- 1) Credit may not be transferred until 12 credits of graduate courses *with grades of B or better* have been completed in the Graduate School.
- 2) Transfer of credit is allowed only for formal graduate-level course work specifically related to the student's program of study and in which grades of B or better were received. No credit may be transferred for thesis research work, independent study, or ungraded courses. P, R, or S grades are eligible for transfer if equivalent to a grade of B or better and accompanied by a letter from the instructor of the course testifying to that equivalent.
- 3) The course must have been taken at an accredited institution of higher education.
- 4) Credit is not normally transferred for courses taken more than six years prior to the application for transfer of credit. Appeals for waiver of this time limit may be made to the Graduate Program Director, in writing, with a statement verifying the current level of the student's information on the subject or that the course material is still current.
- 5) No more than one-third (1/3) of the credits required for a master's degree may be transferred in. For doctoral programs, the number of credits transferred in is at the discretion of the graduate director and the associate dean.
- 6) Quarter credits will be converted to semester credits by reducing the total by 1/3 (e.g., 9 quarter credits = 6 semester credits).

Written **justification is necessary** if courses meet any of the following criteria:

- More than 6 years old
- Non-Standard Grading (P, R, or S)
- Courses are not clearly graduate level courses
- Courses do not appear to be relevant to the discipline

STUDENT NAME _____ DATE _____

GRADUATE PROGRAM _____

RUID _____ TELEPHONE _____

EMAIL _____

CREDITS COMPLETE AT RUTGERS – CAMDEN GRADUATE SCHOOL _____

TRANSFER OF CREDIT REQUESTED

Please include the following information:

Institution	Course Title & Number	Semester & Year	Credits	Grade
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

RECOMMENDATION OF GRADUATE DIRECTOR:

Total credits recommended _____

Graduate Director (Sign and Print)

Date

APPROVAL OF ASSOCIATE DEAN OF THE GRADUATE SCHOOL:

Total Credits Approved _____

Associate Dean of the Graduate School (Sign and Print)

Date

FOR DEAN'S OFFICE USE ONLY:

DATE PROCESSED _____ INITIALS _____