



APPLICATION FOR TRANSFER OF CREDIT

- Complete Section 1 of this form and make sure to include the relevant course information. Credit listed must be listed as semester credits.
- Submit for evaluation and signature by your Graduate Director (Section 2).
- After your Director's approval and signature submit this form along with a transcript reflecting the courses you intend to transfer to sgsadmin@grad.rutgers.edu
- **Transcripts must be official and include a grading scale or key. Transcripts also must be in English or an official translation must also be provided.**
- Upon approval of the Deans office, your transfer of credits will be reflected on your official transcript.

POLICY: Upon completion of **9 credits** of graduate level course work with grades of *B* or better, in the School of Graduate Studies as a matriculated student, your request will be evaluated.

Transfer of credit is allowed only for formal graduate level course work specifically related to the student's program of study in which grades of B or better were received. No credit may be transferred for thesis research work, course work done as independent study, or work in courses which were not graded. Grades of P, R, or S 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 equivalence.

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 by the graduate 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.

No more than the equivalent of one year of course work may normally be transferred toward the Ph.D. (i.e., 24 credits). No more than 40% of the credits required for the Master's degree may be transferred.

Quarter credits will be converted to semester credits by reducing the total by 1/3 (i.e., 9 quarter credits = 6 semester credits). Make sure you list the converted credits.

Section 1.

NAME _____ RUID# _____

EMAIL: _____ PHONE# _____

GRADUATE PROGRAM _____

DEGREE SOUGHT _____ CREDITS COMPLETED _____

<u>INSTITUTION</u>	<u>DATES ATTENDED</u>	<u>DEGREE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

