

TRANSFER COURSE REQUEST

(This form is not to be used for Intercampus Registration Requests.)

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

Prior to enrollment, students must complete and submit this form and related documents 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 this form, a syllabus and/or a copy of the NJ Transfer, (www.njtransfer.org) "Course Look-up Result" for each course requested, within the above time constraints. The entire transfer request packet should be submitted together (at the same time).**

Lower tuition, scheduling convenience, or traveling distance are not sufficient causes to request transfer course approval. Transfer credit approval will not be granted retro-actively. If approved, the student must submit an official transcript of the course work completed to the **Office of New Student Programs** for credit evaluation. Transfer credit approval must comply with current SBC transfer credit policies and practices.

Please attach a typed statement, 1 page or less, 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 print legibly)

RUID

Email

Telephone Number

Course (1), Title & Code

Institution

Course (2), Title & Code

Institution

Course (3), Title & Code

Institution

Term of Study

Application Date



School of Business | Camden

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Student Name _____ RUID _____ Term _____

Course 1 _____

Institution _____

Course 2 _____

Institution _____

Course 3 _____

Institution _____

For official use, do not write below this line

_____ Approved (copy forwarded to ONSP)

_____ Denied

Course 1, Rutgers equivalent _____

Course 2, Rutgers equivalent _____

Course 3, Rutgers equivalent _____

~*~*~*~*~*~*~*~*~*~*~*~*~*~*~*~*

Date Student Notified

Reviewer's Name

Signature

Date