

TAKING A COURSE AT ANOTHER INSTITUTION

SCHOOL POLICY: Once you are enrolled as a matriculating student at the School of Public Affairs and Administration (SPAA) all courses must be taken at the Rutgers-Newark campus, with the following exception.

EXCEPTION: For SUMMER/WINTER SESSION the guidelines are as follows.

1. **GPA:** You must be in good academic standing (cumulative average of 2.0 or better). Please attach a copy of your unofficial transcript.
 2. **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 University-Newark. If you are a transfer student, you may not exceed the maximum number of credits allowed that transferred from county college under the Lampitt Law or from your prior 4-year institution.
 3. **MAJOR/MINOR CLASSES:** Major/minor classes must be taken at another division of Rutgers or another 4-year institution and must be approved in advance by **both** the academic Major/Minor department as well as the SPAA Student Academic Services office. Approval by the Major/Minor academic department does not imply or guarantee approval by the SAS office. A minimum of half of the major/minor credits must be completed at Rutgers University-Newark.
 4. **CORE CURRICULUM CLASSES:** All Core Curriculum classes must be taken at Rutgers University – Newark.
 5. **FREE ELECTIVE CLASSES:** Free Electives may be taken at another division of Rutgers, another 4-year institution, or a 2-year institution and must be approved in advance by the Office of Academic Services.
4. **EXTENUATING CIRCUMSTANCES:** You must provide documentation to support your extenuating circumstance. Any exceptions must be approved by the SPAA Student and Academic Services office.

Quantitative Reasoning and English Composition 101 and 102 must be completed at Rutgers University – Newark unless you received credit for these courses under the NJ Lampitt Law.

APPROVAL: Written approval **MUST** be obtained prior to registering for courses at another institution. Students who do not comply will not be granted transfer credit. To obtain approval you should complete the attached form and have it signed by a representative of the Student Academic Services office at SPAA.

GRADES/CREDITS: For courses taken at institutions other than NJIT or another division of Rutgers, grades will not be computed in your cumulative average at Rutgers University. To receive Rutgers degree credits for this work, a grade of 2.0 "C" or better is required and the course must be 100 level or higher.



School of Public Affairs
and Administration | Newark

TO RECEIVE TRANSFER CREDIT: It is your responsibility to ensure that an official transcript is forwarded to the following address shown below within 10 days following the completion of your course work.

Rutgers University
Office of Undergraduate Admissions
249 University Avenue
Newark, NJ 07102

If you agree to the terms sign here: _____ Todays' Date: _____

Full Name:

Cumulative GPA:

RUID:

Email:

Total Degree Earned Credits to date:

Phone Number:

Host Institution Name (e.g. Essex County College)	Host Course Number (e.g. BIO-121)	Course Title	Semester/Year (e.g. Spring 2020)	# of Credits	Rutgers Course Equivalency (e.g. BIO-141)	Reason for request – attach supporting documents as needed

APPROVED

DENIED

Dept. Chair (if required)

SPAA Dean or Advisor

Date

Comments:

Dept. Chair (if required)

SPAA Dean or Advisor

Date