

Application for Transfer of Academic Credit

Student Instructions: Complete this form and include official transcript(s) and course description(s). Submit it to the Graduate Program Director for consideration.

Requirements for transfer:

- Matriculated into the MPA degree program
- Transfer courses are accepted only from accredited colleges and universities
- Transfer courses must have been completed within 10 years prior to admission to the MPA program
- Transfer courses must be graduate level, "B" grade or better, and may not include work for a thesis, independent study, research or non-graded course work
- The MPA degree program allows up to 9 credits of transfer towards the elective credit requirement and 3 credits towards a core course (specific course is at MPA Director's discretion).
- Students enrolled in programs under a MOU agreement may transfer the number of credits agreed upon.

TO BE COMPLETED BY STUDENT:

Name _____ RUID # _____ Date _____
 Address _____ City _____ State _____ Zip _____
 Telephone: _____ Rutgers Email _____ Personal Email _____
 Date of Admission _____ Graduate Program _____ Degree Sought _____
 No. Credit Completed in MPA program _____

TRANSFER CREDITS (if additional space is needed, please attach sheet)

Name of College	Course #	Course Title	Term Taken	Credits	Grade

TO BE COMPLETED BY PROGRAM DIRECTOR:

I have reviewed the request and approve the transfer of _____ credit (s) of
 _____ credits of elective coursework
 _____ credits of core coursework in place of the following course: _____
 Graduate Program Director Signature _____ Date _____

TO BE COMPLETED BY DEAN:

I approve the transfer of _____ credit(s). I do not approve the transfer of _____ credit(s).

Notes:

Graduate Assistant Dean Signature _____ Date _____