



School of Graduate Studies

Office of the Dean

25 Bishop Place · New Brunswick · New Jersey 08901-1181

732/932-7034 · 732/932-7407

APPLICATION FOR TRANSFER OF CREDIT

- Complete form in triplicate.

NOTE TO SC&I STUDENTS: WORDPROCESS (NO HANDWRITTEN) ONE FORM THAT WILL BE COPIED AFTER DIRECTOR SIGNS

- Submit with transcript reflecting courses for evaluation to your advisor. Once your advisor approves the form, submit to graduate program director.

NOTE TO SC&I STUDENTS: ON A SEPERATE SHEET PROVIDE A VERY BRIEF DESCRIPTION OF EACH COURSE AND WHY IT IS RELEVANT TO YOUR PHD WORK

- Upon approval, one copy will be forwarded to Records & Transcripts.
- After program approval forward to the Graduate School-New Brunswick.
- Upon completion of 12 credits of graduate level course work with grades of *B* or better, in the Graduate School as a matriculated student, your request will be evaluated.

NOTE TO SC&I STUDENTS: PLEASE THIS SHORTLY AFTER YOU FINISH YOUR 12 CREDITS AND BEFORE THE NEXT LONG SEMESTER BEGINS

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 from an outside institution.

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

NAME: _____ ID# _____

GRADUATE PROGRAM: _____

DEGREE SOUGHT: _____ CREDITS COMPLETED: _____

INSTITUTION `TITLE & COURSE # SEMESTER & YR CREDITS GRADE

TOTAL CREDITS REQUESTED: _____

TOTAL CREDITS APPROVED: _____

Advisor

Date

Graduate Program Director

Date

GRADUATE SCHOOL-NEW BRUNSWICK DEAN'S APPROVAL:

CREDITS APPROVED: _____ DEAN: _____ DATE: _____