

Transfer Course Evaluation Form

STUDENT INFORMATION

Instructions for students:

- Use this form to **transfer credits taken at other four year institutions** into SEBS
- To transfer courses from a New Jersey community college, fill out the Transfer Course Approval Form **PRIOR** to taking the class
- Fill out the left portion of the chart below
- A **separate form for each SUBJECT**/department is required
- **Syllabi** (not course descriptions) **must be attached** for any listed courses
- Attach this form with syllabi and email to the Office of Academic Programs at SubmitSyllabus@sebs.rutgers.edu

Student Name: _____ RUID: _____

Cell Phone: _____ RU Email: _____

Institution Attended (outside of RU): _____ Type: _____

To be filled out by student

To be filled out by faculty

Subject and Course #	Course Title	Term Taken	Year Taken	Credits Earned	RU Equivalency	Credits Granted	Notes

FACULTY INFORMATION

Instructions for Faculty:

- Please evaluate the course(s) listed and fill out any equivalency on the right portion of the above chart
- Return this form to the Office of Academic Programs via email to SubmitSyllabus@sebs.rutgers.edu
- Direct any questions to Dean Carol Andrew at CarolAnd@sebs.rutgers.edu

Faculty Name: _____ Department: _____

Work Number: _____

Faculty Signature: _____ Date: _____

Office of Academic Programs Use Only

Date Sent: _____

Follow-up: _____

Pending

Completed