

## 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](mailto: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](mailto:SubmitSyllabus@sebs.rutgers.edu)
- Direct any questions to Dean Daaimah Etheridge at [de253@sebs.rutgers.edu](mailto:de253@sebs.rutgers.edu)

Faculty Name: \_\_\_\_\_ Department: \_\_\_\_\_

Work Number: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Office of Academic Programs Use Only

Date Sent: \_\_\_\_\_

Follow-up: \_\_\_\_\_

Pending

Completed