

**TAKING A COURSE AT ANOTHER INSTITUTION
HOST ENROLLMENT REQUEST**
(This request must be submitted at least 30 days prior to the start of the term)

COLLEGE POLICY:

Once a student enrolls in NCAS or UC-N, it is expected that all courses earned toward the degree will be taken at NCAS or UC-N (and NJIT in the case of joint degree programs). Students interested in taking courses at another institution may request to do so only in summer sessions or winter intersessions and only under extenuating circumstances. Requests will be made on the “*Host Enrollment Form*” and students may enroll at another institution only with prior approval from the Office of Academic Services (OAS).

GUIDELINES:

Special permission to take courses at other schools may be granted on an individual basis under the following conditions:

- You must be able to provide documentation to support your extenuating circumstances.
- You must be in good academic standing (not on probation).
- You must have your major officially declared with the Office of the Registrar.
- You must comply with the Residency Requirement as stated in the Rutgers Undergraduate Catalog (http://catalogs.rutgers.edu/generated/nwk-ug_current/pg575.html): NCAS and UC-N degree candidates must complete a minimum of 30 of the terminal 42 credits toward the degree at Rutgers-Newark and not to exceed 90 total credits.
- The request does not exceed the maximum number of credits (65) accepted as transfer credits from County Colleges. Students attending Rutgers as New Jersey Statewide Transfer Agreement (NJSWTA) transfer students may not take any additional courses at county colleges after enrolling at Rutgers.
- Courses must be taken at an accredited College or University.

RESTRICTIONS*:

Furthermore, the following restrictions apply:

1. 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 Office of Academic Services. Approval by the Major/Minor academic department does not imply or guarantee approval by the Office of Academic Services.
2. Core curriculum classes:
All Core Curriculum classes must be taken at Rutgers University – Newark.
3. 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.

**Any exceptions must be approved by the Dean of Academic Services*



PROCESS:

Appropriate approval must be obtained prior to registering for courses at another institution. To obtain approval, you must complete the steps highlighted below:

- Step 1.** Complete the Host College Enrollment Form if you meet the eligibility guidelines.
- Step 2.** Attach course descriptions for all requested courses from four-year institutions and community colleges outside of New Jersey.
- Step 3.** Have the Department Chair sign the Host College Enrollment Form if the course requested will be used to fulfill a major or minor requirement prior to requesting approval from OAS.
- Step 4.** Bring the completed Host College Enrollment Form to OAS at least 30 days prior to the start of the term.
- Step 5.** Within 10 days following the completion of your coursework, an official copy of the host college's transcript (see Note Below) must be sent to Rutgers.

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

PLEASE NOTE: It is your responsibility to ensure that an official transcript is forwarded to **Rutgers University, Office of Undergraduate Admissions, 249 University Avenue, Newark, NJ 07102** within 10 days following the completion of your course work. After submitting your transcript, you must make an appointment with your OAS advisor to ensure credits are awarded.

I have read and agree: _____ Date: _____
Student's Name and Signature



HOST COLLEGE ENROLLMENT FORM

Date: _____

To the Registrar or Dean:

_____, a _____ major is in good academic standing at _____

(Name of Student)

RUID #

standing at _____ and has permissions to register for _____ credits at _____

(NCAS/UC-N)

(Name of University or College)

for the _____ Fall _____ Winter _____ Spring _____ Summer Session(s) of 201 _____ for the course(s) listed below:

Home Address _____ City _____ State _____ Zip Code _____

Home Phone # _____ Cell Phone # _____ Email _____

Table with 4 columns: Course Title, Rutgers course equivalent, Course No., Fulfillment of requirement

Reason for request: _____

Approved

Denied

Department Chair (if required) Name & Signature

Department Chair (if required) Name & Signature

OAS staff - Name and Signature

OAS staff - Name and Signature

Date

Date

Comments: _____