

## GRADUATE COURSE AUTHORIZATION FORM

The College of New Jersey • Office of Records & Registration • PO Box 7718 • Ewing, NJ 08628-0718

NOTE: A course may not be repeated for credit.

CIRCLE ONE:            SUMMER                            FALL                            SPRING                            YEAR \_\_\_\_\_

SECTION 1. MUST BE COMPLETED BY THE STUDENT.

AUTHORIZATION FOR COURSE TRANSFER FROM \_\_\_\_\_  
(Name of Institution(s))

\_\_\_\_\_  
(Student's Last Name)                            (First Name)                            (6 digit PAWS ID#)

DEGREE CODE \_\_\_\_\_                            YEAR OF ENTRY AT TCNJ \_\_\_\_\_

CUM. GPA \_\_\_\_\_                            NUMBER CREDITS TRANSFERRED TO TCNJ TO DATE\* \_\_\_\_\_

Course Authorized from Sending Institution				TCNJ Equivalent Course that is being Substituted	
Course #	Course Title	Institution	Credits	Course #	Course Title

I verify that the above information is correct and complete:

\_\_\_\_\_  
(Signature)                            (Address)                            (Telephone)

\* Students may apply at matriculation for transfer of graduate credits applicable to their programs. A maximum of six (6) graduate credits may be transferred for degree programs with less than forty-five (45) credits. For graduate programs having forty-five (45) or more credits, nine (9) graduate credits may be transferred. All transfer work must be approved both by the institution within the last six years with a grade of B or higher to be eligible for approval. They cannot duplicate any graduate or undergraduate work for which credit has been given at The College of New Jersey and cannot apply for another academic degree at any other institution.

Matriculated students must obtain written approval from their graduate coordinators before enrolling in graduate courses that are to be transferred for credit to this college. It is the student's responsibility to have Official transcripts sent directly from the Institution to the Office of Records & Registration. At the Graduate Coordinator's discretion, the student may also be required to provide them with a copy of the transcript(s) and a description of the course(s) being transferred.

**SECTION 2.**

**FOR GRADUATE COORDINATOR'S ONLY:**

Official Transcript(s) reviewed: \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Course Description(s) reviewed: \_\_\_\_\_ Yes \_\_\_\_\_ No

Recommendation for: \_\_\_\_\_ Approval                            \_\_\_\_\_ Non-Approval

Graduate Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR RECORDS AND REGISTRATION ONLY:**

Course transfer approved \_\_\_\_\_                            Course transfer not approved \_\_\_\_\_

Records & Registration/Graduate Evaluation: \_\_\_\_\_