The College of New Jersey

Office of Records & Registration
P.O. Box 7718, Ewing, NJ 08628-0718
609-771-2141

COURSE AUTHORIZATION FORM

NAME: Last First M.I.	ID #: ☐☐☐☐☐☐☐ (6 digit PAWS ID#)
MAJOR: MINOR:	YEAR OF ENTRY AT TCNJ:

SECTION 1. MUST BE COMPLETED BY THE STUDENT

CIRCLE ONE: WINTER SPRING FALL SUMMER YEAR _____

AUTHORIZATION FOR REGISTRATION AT _____
(Name of College)

CIRCLE ONE: SOPHOMORE JUNIOR SENIOR OTHER

CUM. GPA: _____ NUMBER CREDITS TRANSFERRED TO TCNJ TO DATE*:_____
*16 units is the maximum credits transferable from two-year colleges.

Course Authorized at Sending Institution			TCNJ Equivalent Course		
Course #	**Course Title**	**Units**	**Course #**	**Course Title**	**Units**

I verify that the above information is correct and complete:

(Signature) (Address) (Telephone)

Written approval of the student's major department must be submitted in order to use a course toward a major or in support of the major. Most departments require grades higher than a "C" for such courses to be transferred. The student must verify the minimum acceptable grade with his/her department when seeking approval.

SECTION 2: FOR OFFICE USE ONLY. The student named above is hereby authorized to enroll for the course(s) listed above. He/she is (1) _____ in good standing; (2) _____ on academic warning/probation, as of the date of this authorization. Credit for completion of these courses will be applied toward the indicated requirements at The College of New Jersey, but grades earned will not affect the cumulative average. Transfer courses cannot be used for cum adjustments. **The student must request that the REGISTRAR FROM THE SENDING INSTITUTION SEND AN OFFICIAL TRANSCRIPT to the Office of Records & Registration.**
It is the student's responsibility to follow up on the posting of approved credits on his/her TCNJ transcript.

NOTE: Graduating seniors are advised that taking courses at another school during the last semester may delay posting of the degree unless an official transcript is received by this office at least 7 working days prior to the commencement ceremony.

ACADEMIC EVALUATOR, OFFICE OF RECORDS & REGISTRATION **DATE**

Revised: 8/09