

APPLICATION FOR PERMISSION FOR TRANSIENT WORK

Application MUST be made PRIOR to semester requested

I understand that Matriculated students at Rutgers-Camden are expected to take all their courses at Rutgers-Camden, unless they receive permission **in advance** to take a course at another institution. Exceptions will not normally be given for courses needed to meet general curricular requirements. Exceptions may be granted if a student has only one term before graduation and needs a course that is not being offered during that term, or when a student's major department authorizes taking an advanced or specialized course not available at Rutgers-Camden. Lower tuition, scheduling convenience, or traveling distance are not sufficient cause for taking courses elsewhere.

Prior to enrollment, students who wish to enroll at another college for credit must submit a transient application form, available from the Office of the Associate Dean or the Office of Academic Advising, for approval by the chairperson of their major department, the chairperson of the department in which the equivalent course is offered, and the associate dean of the college. Transient credit approval will not be granted retroactively.

Please note: There is a 64 transfer-credit maximum from other institutions.

Students must have the registrar of the transient school send an official transcript directly to the Rutgers-Camden registrar upon completion of the work. Acceptance of transient credit is based on a grade of "C" or better.



NAME: _____ ADDRESS: _____

Rutgers ID #: _____

Email Address: _____

Which course do you want to take? _____

When? _____ Where? _____

Permission will not generally be offered for courses that meet a general curricular requirement.

Do you need this course to meet a General Curricular Requirement? Yes _____ No _____

If yes, explain why you could not find a course at Rutgers-Camden to meet this requirement.

When do you expect to graduate? _____

Exceptions may be granted for students who are one term away from graduation if a course is not offered at Rutgers Camden that term.

Is this a specialized or advanced course not available at Rutgers Camden?

Yes _____ No _____

Why have you not been able to take this course at Rutgers-Camden?

Note: lower tuition, scheduling convenience or traveling distance are NOT sufficient cause for taking courses elsewhere.

Explain why you need to take this course at another college.

Signature: _____

Date: _____

TO BE COMPLETED BY CHAIRPERSON OF THE STUDENT'S MAJOR DEPARTMENT

Is this an advanced or specialized course appropriate for this student but not offered at Rutgers-Camden? Yes ____ No _____

Is this a course required for the major that is not available in the student's last semester?
Yes ____ No _____

Is there some other reason why this should be approved? Yes ____ No _____

If yes, please explain: _____

Chairperson of Major Department's Signature _____

Date _____

**TO BE COMPLETED BY THE CHAIRPERSON OF THE DEPARTMENT
UNDER WHICH THE COURSE FALLS:**

Is this course equivalent to a Rutgers-Camden course? Yes _____ No _____

If yes, which one _____

Is there a good reason why the student has not been able to take the course at Rutgers-Camden?
Yes ____ No _____ Explain: _____

If the course is not offered at Rutgers-Camden, does it merit credit at Rutgers-Camden?

Yes ____ No _____

Chairperson of the Disciplinary Department's Signature:

Date _____

TO BE COMPLETED BY THE DEAN:

After considering the information provided by the Department Chairpersons, this request is

Approved: _____ Not Approved: _____

Explanation: _____

Dean's Signature _____ Date _____