GRADUATE COURSE AUTHORIZATION FORM

NAME: ______________________  ______________________  _________

Last                                            First                                 M.I.

PAWS ID #: □□□□□□

PHONE:                                            TCNJ EMAIL:                     MAJOR:

Address:                                           

Street:                                                                                                 City:

State:                   Zip:

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))

DEGREE CODE _____________________

YEAR OF ENTRY AT TCNJ _____________________

CUM. GPA _____________________

NUMBER CREDITS TRANSFERRED TO TCNJ TO DATE* _____________________

<table>
<thead>
<tr>
<th>Course Authorized from Sending Institution</th>
<th>TCNJ Equivalent Course that is being Substituted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course #</td>
<td>Course Title</td>
</tr>
<tr>
<td>___________</td>
<td>_____________</td>
</tr>
<tr>
<td>___________</td>
<td>_____________</td>
</tr>
<tr>
<td>___________</td>
<td>_____________</td>
</tr>
</tbody>
</table>

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: ____________________________________________

Rev. 2/2016