



The College of New Jersey
 Office of Records and Registration
 P.O. Box 7718, Ewing, NJ 08625-0718
 Phone: (609)771-2141 Fax: (609)637-5184

**INTERNATIONAL/NATIONAL EXCHANGE
 ACADEMIC EVALUATION FORM**

Last Name: First Name: MI: PAWS ID:

Phone: TCNJ E-Mail: Major

Year in School: Cumulative GPA Prior to Exchange

Host Institution: _____
 (Name of Institution) (Country)

Term: WINTER SPRING FALL SUMMER YEAR _____

Host Institution:			The College of New Jersey		
List intended courses to be taken at host institution. Feel free to list acceptable alternatives.			Indicate transfer equivalent for each course below and how this course will be applied to your degree. Major and minor requirements must be approved by the appropriate Department Chairperson; Liberal Learning Requirements and Elective courses by an Academic Evaluator in the Office of Records and Registration (Green Hall 112).		
Course #	Course Title	Course #	Course Title	Requirement	Department Approval*

IMPORTANT: Please note the following

- All courses and grades for National Student Exchange and other domestic off-campus programs will be entered on transcript and computed into the GPA.
- Credits earned abroad will count toward total earned honors at TCNJ. However, the grades will **not** be computed into the GPA. (Note: Only earned grades of "C" or higher will be awarded credit at TCNJ.)
- Request an official transcript of all work completed **BEFORE** leaving host institution.
- Send transcripts directly to: Academic Evaluations, Office of Records or Registration, The College of New Jersey, PO Box 7718, Ewing, NJ 08628-0718)
- This form must be completed during the semester **BEFORE** studying off campus.
- Upon receipt of your transcript from your host institution, the Office of Records and Registration will review and determine the number of credits awarded, and post these credits as units to your academic record. (Note: 15 contact hours is equivalent to .25 units at TCNJ; therefore, 60 contact hours are needed to earn 1 unit.)

By signing this form, I understand that it is my responsibility to adequately plan my academic course load while away from TCNJ to ensure that I am earning sufficient credits toward my degree.

Student Signature: _____ Date: