

## Rutgers University, Graduate School-New Brunswick 2012-2014

Students may not transfer credits for courses taken at other institutions until they have completed at least 12 credits of graduate courses with a grade of B or better as a matriculated student at the Graduate School-New Brunswick. The courses being transferred must relate directly to a student's program of study at Rutgers, and the student must have received a grade of B or better in them. No credit may be transferred for thesis research work, coursework done as independent study, or work in courses that were not graded. P or S grades are eligible for transfer if equivalent to a grade of B or better and accompanied by a letter of equivalency from the instructor of the course.

Permission is required to transfer credit for courses taken more than six years prior to the application for transfer of credit.

No more than the equivalent of one year of coursework normally may be transferred toward the Ph.D. degree (i.e., 24 credits). No more than 40 percent of the credits required for a master's degree may be transferred from another institution.

Quarter credits will be converted to semester credits by reducing the total by one-third.

For transfer of graduate courses taken as an undergraduate student, a letter is required from the registrar of the institution involved stating that the course or courses were not used toward an undergraduate degree. Applications for transfer of credit are available at the Office of the Graduate School and online.

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### Specific requirements for various degrees

#### Doctor of Philosophy Transfer of Credit

Graduate courses completed at other institutions may be accepted for credit toward a doctorate at the university if they meet three conditions. First, they normally must form part of the student's field of concentration. Second, the student must have been registered in these courses within the preceding six years. In some instances, however, the dean can waive this requirement if the student can show he or she has kept abreast of the subject matter in question. Finally, the student must have earned a grade of B or better in these courses. Graduate credit may not be transferred until 12 credits of graduate courses with grades of B or better have been completed in the Graduate School-New Brunswick as a matriculated student. The maximum number of credits a student may transfer is 50 percent of the total number of course credits in his or her program, exclusive of research. In no case, however, may this total exceed 24 credits. The faculty of a graduate program may recommend the transfer of credits earned at a professional or graduate school elsewhere toward a Ph.D. in the Graduate School-New Brunswick. No credit may be transferred for thesis-related research work, coursework done as independent study, or coursework that was not graded with an A or B. Other letter or numerical grades are eligible for transfer if the student earned the equivalent grade of B or better and if he or she submits a letter from the instructor of the course testifying to that equivalence. See the Academic Policies and Procedures chapter for additional information.

### Master of Philosophy Transfer of Credit

Credit for graduate-level courses taken elsewhere may be accepted toward the master of philosophy degree under the conditions outlined under Transfer of Credit in the description of Ph.D. requirements. It is a special requirement for the master of philosophy degree, however, that in at least one-quarter of the courses for which transfer of credit is desired the student must have earned a grade of A or its equivalent. Further restrictions concerning the transfer of credit may be found in the Academic Policies and Procedures chapter.

### Master of Arts/Master of Science Transfer of Credit

On the recommendation of the program and with the approval of the Graduate School-New Brunswick, a student may transfer as many as 12 graduate credits as partial fulfillment of the 30-credit degree requirement. For further information, see Transfer of Credit in the Academic Policies and Procedures chapter.