

## Change of Registration and Withdrawal

After the add-drop period ends, the only routinely permissible changes of registration are withdrawals from individual courses or withdrawal from all courses. Both actions are allowed without academic penalty\* until the end of the seventh week. Individual courses may be dropped online with W grades at the registrar's website ([registrar.rutgers.edu](http://registrar.rutgers.edu)), or via written or email notice or in person at the Office of the Registrar. Withdrawal from all courses with W grades may be accomplished in writing or via email or in person. The date on which the graduate registrar receives notice of withdrawal from the student governs the academic and financial consequences of the withdrawal. Students withdrawing from a course after the seventh week need the approval of the dean's office, are required to provide a letter indicating academic status in the course from the course instructor, and could receive failing grades at the discretion of the instructor. A student who stops attending a course without notifying the registrar will receive a grade of F in that course.

No refunds of tuition are given for individual course withdrawals after the drop period ends. A student who withdraws from all courses may receive a partial refund, however, according to the rules described on the student accounting website at [studentabc.rutgers.edu](http://studentabc.rutgers.edu). Withdrawal of any sort is not permitted during the last two weeks of classes.

\*International students are required to pursue a full course of study every semester. International students should consult with the Center for Global Services before withdrawing from any course to ensure that their legal status permits such withdrawal.

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## Transfer of Credit

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.