

RUTGERS-NEW BRUNSWICK - DREW  
Graduate Student Cooperative Exchange

I. APPROVAL

It is requested that \_\_\_\_\_  
 (Student's name - please print)  
 student ID# \_\_\_\_\_, a candidate for the degree of \_\_\_\_\_  
 in the \_\_\_\_\_ at \_\_\_\_\_  
 (name of graduate school) (name of university)

be permitted to take the graduate course/s listed in Part II, below,

at \_\_\_\_\_ during the \_\_\_\_\_ semester.  
 (name of HOST university) (term/year)

It is confirmed that the student is matriculated, the course or courses are to be counted toward the degree sought, the course or courses are graduate courses by definition, and the course or courses are not available at the student's university.

A. Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
 Adviser sending school Dean sending school

B. The student is admissible to my course:

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
 Instructor Course # Instructor Course #

II. GRADE REPORT

Course #	Title	Term	Grade	Instructor's Signature

TO: Sending School (Graduate Registrar, Rutgers-New Brunswick or Registrar, Drew University.)

Signed: \_\_\_\_\_  
 Host School (Graduate Registrar, Rutgers-New Brunswick or Registrar, Drew University)

III. DISTRIBUTION

When Part I is completed the form is submitted to the appropriate official at the Host University (Graduate Registrar, Rutgers-New Brunswick, 65 Davidson Road, Piscataway, NJ 08854-1181, phone 732-445-3557 or Dean, Caspersen School, Drew University, Madison, New Jersey 07940, 973-408-3285). When both parts are completed the form is forwarded to The Graduate Registrar, Rutgers-New Brunswick or The Registrar, Drew University.

## STATEMENT AND PROCEDURES ON THE RUTGERS-NEW BRUNSWICK-DREW EXCHANGE PROGRAM

This program is informal to the extent that formal registration as an enrolled graduate student at the host institution is unnecessary. Tuition is paid at the home institution. The form on the reverse of this page is used to accomplish registration. The objective of the program is to make courses available to graduate students that are not available at their home institution. To be eligible to take a course at the other institution, a graduate student must be matriculated and must have his/her advisor countersign with the Dean of the Graduate School-New Brunswick indicating that the course is necessary for the student's program and is not available at his/her home institution.

The program is operated through the Office of the Dean of the Graduate School-New Brunswick at Rutgers University and through the Dean of the Caspersen School, Drew University.

Registration is limited to one or two graduate courses per semester; **undergraduate courses may not be taken** under this program.

The process for formalizing enrollment in a Drew University Course by a Rutgers student is as follows:

1. The student obtains the necessary form from the Office of the Dean of the Graduate School-New Brunswick, obtains signature of the advisor, and indicates course number, name of course, and term on the form.
2. The Rutgers student takes the signed form to the Graduate School-New Brunswick for signature, special permission number, and registration.
3. The student takes the form to Drew University and obtains the signature of the instructor of the course and then it is left with the registrar at Drew.
4. When the course is complete Drew sends the grade to the Rutgers registrar where it is entered onto the student's transcript.