

### Transfer of graduate credits earned at another institution

Up to 24 of credits required for a doctoral degree, and up to 40% of the required credits for the master's degree, may be transferred from another institution under the following restrictions:

- Credits must not have been used toward meeting the requirements of the undergraduate degree.
- Official transcripts must be provided.
- The courses must be relevant to the student's program of study
- The student must have earned at least 9 credits at Rutgers and be in good standing in a graduate program prior to the transfer request.
- Transfers may be disallowed under the following circumstances: (a) courses were taken six or more years earlier; (b) courses do not meet standards of graduate courses, (c) grades were less than B.

Requests for approval of transfer of credits should be made using the fillable form available on the website of the School of Graduate Studies. For some programs, requests may be made in writing to a senior dean of the School of Graduate Studies (if you are not certain which dean to contact, send email to [acadean@grad.rutgers.edu](mailto:acadean@grad.rutgers.edu)). All requests must include the official transcript, and indicate the approval of the Graduate Director, including the name of the Graduate Director and contact information. In some cases a statement explaining the relevance to the program of study, and verifying that the courses meet starts of graduate courses may be required.

Approved by the Executive Committee of the School of Graduate Studies, December 17, 2018