The Undergraduate Professional Schools reserve the right for any reason to modify the policies or cancel any course or program listed herein. In addition, individual programs may vary from year to year as circumstances dictate.
The Transfer Credit Evaluation is an important document confirming acceptable credits that will transfer to Rutgers upon your enrollment. It is not a permanent document, but one that can change based on various circumstances. This guide is strictly for use by those students who have been directly admitted as transfer students to one of the Undergraduate Professional
Schools: School of Management and Labor Relations’ (SMLR) **BS degree in Labor & Employment Relations** (37:579) or the Edward J. Bloustein School of Planning & Public Policy’s (EJB) **BS in Public Health**. This guide is **not** for students pursuing a joint degree with a liberal arts school.

Undergraduate Professional School students must follow the general education requirements and major offerings of their undergraduate professional school as listed in [Degree Navigator](#).

**Undergraduate Professional School Faculty**

The faculties of SMLR and EJB offer academic programs that share the same general education, admission and scholastic standing requirements for undergraduates pursuing their Bachelor of Science (BS) degrees. These faculties also share academic policies that will hereafter be referred to as the policies of the “Undergraduate Professional Schools.”

Once you have been admitted to one of the Undergraduate Professional Schools’ program, transcripts of courses you’ve taken at your previous institutions will be evaluated within several weeks. Once you accept our offer of admission, approved credits will be posted to your Rutgers University Transcript. It is the student’s responsibility to review and report errors.

The following conditions apply to the transferability of credits to the Undergraduate Professional Schools:

- No more than 60 credits from two-year institutions, no more than 90 credits from four-year institutions, and no more than 12 of the last 42 credits earned for the degree may be transferred credits. Limits on transfer credits to the undergraduate professional schools, include no more than 2 credits of physical education and no more than 25 technical credits.
- Credit from an accredited college or university will be evaluated to determine equivalency to Rutgers courses and requirements satisfied. Transfer credit is granted for coursework with a grade of "C" (2.000) or better completed.
- Grades for transfer courses are not included in the student’s cumulative grade point average at Rutgers University.

**Transfers from Colleges or Universities Outside the United States**

Students who wish to obtain transfer credit for courses taken at institutions outside the United States are required to furnish a course-by-course evaluation from an acceptable professional evaluation service that is a current member of the National Association of Credential Evaluation Services: [http://www.naces.org/members.htm](http://www.naces.org/members.htm).
Transfer Course Preapproval Request
Currently enrolled Rutgers students who wish to take courses outside of Rutgers must complete the online Transfer Course Preapproval Request Form [http://ucc.rutgers.edu/professional-schools](http://ucc.rutgers.edu/professional-schools), before registering to take courses outside of Rutgers University.

Transfer Evaluation Appeals
Students in disagreement with their transfer credit summary report may appeal by completing the online Transfer Evaluations Appeals form at [http://ucc.rutgers.edu/professional-schools](http://ucc.rutgers.edu/professional-schools).

Advanced Placement Examinations
Degree credits are awarded for Advanced Placement Examinations in which a score of 4 or above has been earned on the examination. To receive AP credit, students must provide an original copy of the scores directly from the Educational Testing Service (ETS). Rutgers' CEEB code is 002765. ETS can send the scores electronically or students can mail the official report to the following address:

Office of University Undergraduate Admissions
Rutgers, The State University of New Jersey
65 Davidson Road - Room 202
Piscataway, New Jersey 08854-8097

CLEP
Transfer credits for College-Level Examination Programs (CLEP) are considered on a case-by-case basis. No more than 15 CLEP credits will be accepted, and credits accepted may be used only as free electives, not to satisfy major, or minor requirements.

Previewing Your Transfer Summary Report
The following visuals provide further guidance on understanding your transfer evaluation.
Transfer course not having an actual Rutgers course equivalency, but allowed to fulfill science general education requirement.

**Requirement Codes**
- WR=Writting
- QU=Quantitative
- SCI=Science
- TCH=Technology
- HUM=Arts & Humanities
- HIS=History
- SS=Social Science
- DIV=Diversity
- STR=Statistical Methods
- QR=Quantitative Reasoning/Precalc.
- EC=Elective
- ECX=Exception code granting elective credit for grades under "C"
- TEC=Technical (Max 25)
- PE=Physical Education (Max 2)
Bachelors Programs for Bloustein School Sample TSR

**EJB – BS DEGREE PROGRAM: UNDERSTANDING YOUR TRANSFER CREDIT EVALUATION**

Your transfer summary report (TSR) is a record of credits completed outside of Rutgers and granted by your school. This report is to be used with degree navigator (http://nbdn.rutgers.edu) in tracking progress toward degree completion.

**Maximum allowable transfer credits is 90. Students can receive 60 max from 2-year college & 90 max from 4-year college.**

**Note:** Students who transfer to another school within Rutgers may lose credits. Seek advising prior to considering a change.

**School (unit 10) evaluating transfer courses.**

**Major codes with D (Direct Admit):**
- BS – 501: Health Administration
- BS – 832: Public Health
- BS – 833: Public Policy
- BS – 971: Urban Planning and Design
- BA – 762: Planning and Public Policy

**Comments or directions important to student.**

**Transfer course equivalent to Expository Writing I course at Rutgers.**
- 01=School of Arts and Sciences
- 355=English: Comp. & Writing
- 101=100 level course

**Transfer course not having an actual Rutgers course equivalency, but allowed to fulfill science general education requirement.**

******Requirement Codes******
- WRI=Writing
- QU=Quantitative
- SCI=Science
- TCH=Technology
- HUM=Arts & Humanities
- HIS=History
- SS=Social Science
- DIV=Diversity
- STR=Statistical Methods
- QR=Quantitative Reasoning/Precalc.
- EC=Elective
- ECX=Exception code granting elective credit for grades under “C”
- TEC=Technical (Max 25)
- PE=Physical Education (Max 2)
Answers to Frequently Asked Questions

Q: “Who is the first point of contact if my questions are not answered here?”

A: The University College Community (UCC) completes evaluations for both SMLR and Bloustein. You may email: ucc@rci.rutgers.edu or call 848-932-1599

Q: “How do I know if I need to take any Placement Exams? Nothing is checked off at the bottom of my Transfer Summary Report (TSR).”

A: Only students who have a check mark next to "RU Placement Exam Required" will need to register for a Math and/or English placement exam.

Q: “What is elective credit and how will it help me? “

A: There are two types of elective credits: TR:T##:EC- credit was granted, but it does NOT satisfy a major, minor, or General Education Requirement. 01:###:EC- this means credit was granted from a particular department, but it could not be assigned a specific equivalency. You will need to reach 120 credits before you can graduate, and these ECs count towards this requirement!

Q: “A semester is missing from my TSR! How do I fix this?”

A: More than likely, the semester that is missing is the one you are currently completing. Do not forget to send us your most updated transcript once your grades are posted. (School will not automatically send it to us!) Updated transcripts can be sent to:

Office of University Undergraduate Admissions
Rutgers, The State University of New Jersey
65 Davidson Road - Room 202
Piscataway, New Jersey 08854-8097

Q: “I am graduating with an AA/AS or AAS Degree in Technical Studies, as part of NJ Place, from a NJ Community College. “When will I find out if my degree meets the criteria for the NJSWTA?”

A: When our office receives an official transcript with your degree posted, we will evaluate it and email you an updated copy of your TSR. Once we have obtained your transcript, please allow 10 business days for processing.

Q: What if I am over the 60 credit limit and need to switch out certain courses for others- How do I go about this?”

A: Please contact UCC to review and determine those credits which should remain in your record and those that may be removed. Once the information is determined, your record will be updated.