



RUTGERS
UNIVERSITY

UNDERGRADUATE PROFESSIONAL SCHOOLS TRANSFER CREDIT EVALUATION SUMMARY REPORT (TSR)

School of Management and Labor Relations (37)

**Edward J. Bloustein
School of Planning and Public Policy (10)**

*Administered
by the
University
College
Community*

Undergraduate Professional School Guide to Transfer Credit Evaluations

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.

Undergraduate Professional School Faculty	2
Transfers from Colleges or Universities Outside the United States	2
Transfer Course Preapproval Request	3
Transfer Evaluation Appeals	3
Advanced Placement Examinations	3
Previewing Your Transfer Summary Report.....	3
BS - Labor & Employment Relations (37:579) Sample TSR	4
Bachelors Programs for Bloustein School Sample TSR	5
Answers to Frequently Asked Questions	6

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) [degree programs](#). 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>.

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

https://secure.rutgers.edu/secureforms/Login.aspx?ID=UCC_TransferCourseAppeals, 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

https://secure.rutgers.edu/secureforms/Login.aspx?ID=UCC_TransferEvaluation.

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.

BS - Labor & Employment Relations (37:579) Sample TSR

SMLR- BS DEGREE PROGRAM: UNDERSTANDING YOUR TRANSFER CREDIT EVALUATION
 Your transfer summary report (TSR) is a record of credits completed outside of Rutgers and granted degree credits by your school. This report is to be used with degree navigator (<http://nbdn.rutgers.edu>) in tracking your progress toward degree completion.



RUTGERS
 THE STATE UNIVERSITY
 OF NEW JERSEY

**Transfer Summary Report
 School Of Management And Labor Relations**

STUDENT INFORMATION
 Rutgers ID: 000000006
 Major: 579

School (unit 37) evaluating your transfer courses.

Name: Testfor, Thirtyseve

Credits Transferred: 36.00

Maximum allowable transfer of credits is 90.0. Can receive 60 max from 2-year college and 90 from 4-year college.

Major code for Labor & Employment Relations

COURSE EVALUATIONS

Spring 2006 - CMTY COLL AIR FORCE - MAXWELL AFB AL, 36112 - CEEB: 001175

Sender Course ID	Sender Course	Credits Earned	Grade	Credits Transferred	Rutgers Course ID	Comments
MUN1205	WEAPONS MOVEMENT	02.00	A	02.00	TR:T37:EC	TR=T transferred Course T37=School granting credits EC=Elective credit
MUN1206	MUNITIONS ACCT PROC	01.00	B	01.00	TR:T37:EC	
MUN1201	MUNITIONS SYSTEMS MAINT	05.00	A	05.00	TR:T37:EC	
MUN2203	ADVANCED MUNITIONS SYSTEMS	04.00	B	04.00	TR:T37:EC	
MUN1208	MUNITIONS INSPCTN PROCDRES	02.00	C	02.00	TR:T37:EC	

Spring 2007 - ROWAN--GLASSBORO ST COLLEGE - GLASSBORO NJ, 08028 - CEEB: 002515

Sender Course ID	Sender Course	Credits Earned	Grade	Credits Transferred	Rutgers Course ID	Comments
ENGL02113	READING US LIT	03.00	C-	03.00	TR:T37:EC	SMLR Exception only. Will allow "C-" as elective credit.

Summer 2007 - UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE - ADELPHI MD, 000551

Sender Course ID	Sender Course	Credits Earned	Grade	Credits Transferred	Rutgers Course ID	Comments
BIOL211	ENVIRONMENTAL SCIENCE	03.00	B	03.00	TR:T37:SCI	Transfer course not having an actual Rutgers' course equivalency, but allowed to fulfill science general education requirement. ****Requirement Codes****
SPCH101	INTRODUCTION TO PUBLIC SPEAKING	03.00	C+	03.00	TR:T37:HUM	

Fall 2007 - MIDDLESEX COUNTY COLLEGE - EDISON NJ, 08818 - CEEB: 00241

Sender Course ID	Sender Course	Credits Earned	Grade	Credits Transferred	Rutgers Course ID	Comments
ACC101	FINANCIAL ACCOUNTING	04.00	C	04.00	TR:T37:QU	Transfer course equivalent to Expository Writing I course at Rutgers.
ENG121	ENGLISH COMPOSITION I	03.00	B+	03.00	01:355:101	
MAT123	COLLEGE ALG & DATA ANALYSIS	03.00	C	03.00	TR:T37:STR	

Spring 2008 - MIDDLESEX COUNTY COLLEGE - EDISON NJ, 08818 - CEEB: 002441

Sender Course ID	Sender Course	Credits Earned	Grade	Credits Transferred	Rutgers Course ID	Comments
ENG122	ENGLISH COMPOSITION II	03.00	C+	03.00	01:355:102	Transfer course not having an actual Rutgers course equivalency, but allowed to fulfill science general education requirement. ****Requirement Codes****

School Unit:Department:Course level
 01=School of Arts & Sciences
 355=English: Comp & Writing
 102=100 level course

ADDITIONAL REQUIREMENTS
 Updated Transcript Needed
 Note: Students who transfer to another school within Rutgers may lose credits. Seek advising prior to considering a change.

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)

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.



RUTGERS
THE STATE UNIVERSITY OF NEW JERSEY

Transfer Summary Report
Edward J. Bloustein School

STUDENT INFORMATION
Rutgers ID: [REDACTED]

Major: 501 Credits Transferred: 74,00

School (unit 10) evaluating transfer courses.

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

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

Sender Course ID	Sender Course	Credits Earned	Grade	Credits Transferred	Rutgers Course ID	Comments
	PHILOSOPHY			03,00	33:011:100	
MATH115	CALC MGMT APPL	03,00	B	03,00	TR:T10:QU	
ENG001	INTRO TO COLLEGE WRITING	00,00	P	00,00		No credit for developmental courses,
ECON103	PRIN OF MICROECONOMICS	03,00	B+	03,00	01:220:102	

Comments or directions important to student.

Spring 2012 - MARIST COLLEGE - POUGHKEEPSI NY, 12601 - CEEB: 002400

Sender Course ID	Sender Course	Credits Earned	Grade	Credits Transferred	Rutgers Course ID	Comment
BUS202	GLOBAL BUS & SOCIETY	03,00	A	03,00	TR:T10:EC	
CRDV105	CAREER PLANNING	01,00	A	01,00	TR:T10:EC	
ECON104	PRIN OF MACROECONOMICS	03,00	B	03,00	01:220:103	
ENG116	COLLEGE WRITING I	03,00	B	03,00	01:355:101	
HIST101	THEMES IN MODERN HISTORY	03,00	A-	03,00	TR:T10:HIS	
MATH130	INTRO TO STATISTICS I	03,00	A	03,00	TR:T10:STR	

TR=Transferred Course
 T10=School granting credits
 EC=Elective Credit

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

Fall 2012 - MARIST COLLEGE - POUGHKEEPSI NY, 12601 - CEEB: 002400

Sender Course ID	Sender Course	Credits Earned	Grade	Credits Transferred	Rutgers Course ID	Co
ACCT203	FINANCIAL ACCOUNTING	03,00	A-	03,00	TR:T10:QU	
BUS301	HUMAN RESOURCE MANAGEMENT	03,00	B	03,00	TR:T10:SS	
BUS302	ORGANIZATIONAL BEHAVIOR	03,00	C+	03,00	TR:T10:EC	
ENG117	COLLEGE WRITING II	03,00	A-	03,00	01:355:102	
ENSC101	INTRO TO ENVIRON	03,00	B	03,00	TR:T10:SCI	

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
 ECN=Economics Elective
 ECX=Exception code granting elective credit for grades under "C"
 TEC=Technical (Max 25)
 PE=Physical Education (Max 2)

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

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: uc-nb@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.