

## REQUEST FOR OFF-CAMPUS COURSE APPROVAL

**OVERVIEW:** If you wish to transfer credit to Rider University from another institution, you must complete one form for each course you want to transfer. The following requirements must be met:

1. Prior approval of your academic Dean and, when appropriate, Department Chairperson, must be obtained 30 days before the start of the course.
2. You must have at least a 2.00 cumulative grade point average at Rider University.
3. For Bachelors degree: after completing 60 credits, you may not transfer credits from a two-year college.  
For Associates degree: after completing 24 credits, you may not transfer credits from another institution.
4. Your last 30 credits must be taken at Rider University.

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### IMPORTANT!

- Once you receive a final grade, you **MUST** request from the other school to send an official transcript to the Rider University Registrar's Office before you will receive credit. Send to [registrar@rider.edu](mailto:registrar@rider.edu)
- Rider will not accept a course with a grade below "C".
- Credits are transferred; grades are not. Transfer grades/credits are not calculated in your Rider grade-point average (GPA).
- Courses taken at Rider and retaken at another university are not eligible for GPA adjustment under the repeating courses policy.

**INSTRUCTIONS:** This form must be completed and returned to your dean's office.

Student Information \_\_\_\_\_  
Last Name First Name M.I. Date of Request

Bronc ID Class Level Current GPA Total credits completed by end of current semester

### CHECK ONE

- ☐ Norm Brodsky College of Business  
☐ School of Fine and Performing Arts  
☐ College of Education & Human Services  
☐ College of Liberal Arts and Sciences

Major(s)

Minor(s)

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### OFF-CAMPUS COURSE INFORMATION

\_\_\_\_\_  
Name of Institution from which credit is requested

Date course begins

Number and Title of course for which credit is requested

Credits

Catalog Description of Course: \_\_\_\_\_

Rider University equivalent course, if any: \_\_\_\_\_

Course Number

Title

Credits

For what purpose is the credit requested: \_\_\_\_\_

Free elective, area elective, major, minor or core requirement, etc.

Why are you NOT taking this course at Rider: \_\_\_\_\_

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### OFFICIAL ACTION

Equivalent Rider Credits: \_\_\_\_\_

Department Chair (Required for major/minor course requirements)

Date

Approved

Denied

Academic Dean

Date

Approved

Denied