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

IMPORTANT!
1. 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
2. Rider will not accept a course with a grade below "C".
3. The transferred credit will not be included in calculation of your Rider GPA.

INSTRUCTIONS: This form must be completed and returned to your dean's office. The Registrar's Office will not accept from a student.

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
☐ College of Arts and Sciences
☐ College of Education & Human Services

Major(s)

Minor(s)

OFF-CAMPUS COURSE INFORMATION

Name of Institution from which credit is requested

Date course begins and ends	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: _____

OFFICIAL ACTION   Equivalent Rider Credits: _____

Department Chair (Required for major/minor course requirements)	Date	Approved	Denied

Academic Dean	Date	Approved	Denied

REVISION 2/2023