

SUMMER COURSEWORK: WHAT ARE THE OPTIONS?

Thinking about summer school? Can't take classes at RU-New Brunswick? Before registering for a summer course at a school outside of Rutgers, be sure you know exactly how (and if!) the credits will transfer, and whether or not the course will really meet your needs. Some of the most frequently asked questions are addressed below. Read through them, and consider the responses carefully. You should always check with your academic dean or special program advisor if you have any questions or concerns.

HOW DO I KNOW IF I WILL GET CREDIT FOR A COURSE?

If you are taking the course at a **New Jersey community college**, you can check directly using ARTSYS, the Articulation and Evaluation System. Go to <https://brant.rutgers.edu/artweb/chgri.cgi> and enter the course code as it appears in the college's catalog. Hit "Look up course", and you will see the course equivalent, and whether or not the course can be taken for credit. If you are taking the course at a **four-year school**, or a **college outside of New Jersey**, you will need to have the course evaluated by the appropriate RU academic department. For contact information, refer to the directory of departments in your Schedule of Classes booklet. When you go to the department, bring a copy of the course description and the permission form (available in the Office of Academic Services, 104 College Hall). Return the signed form to Academic Services.

WILL MY GRADE TRANSFER?

No, your grade point average reflects only coursework completed at Rutgers (New Brunswick, Camden or Newark); the grade for the non-RU work will not appear on your Rutgers transcript. However, if you ever apply for a graduate or professional program, chances are you will need to provide a transcript of the summer work so that the grade can be considered along with your Rutgers credentials.

CAN I DO MY PROFICIENCY REQUIREMENTS AT ANOTHER SCHOOL?

It is not generally advisable to take writing proficiency courses during the summer. If a student really needs to take a summer writing course, it should be taken at RU-New Brunswick. However, math and language proficiency work can be done outside of Rutgers-New Brunswick. Math courses must be at least five weeks in length in order to be approved; for a complete listing of NJ equivalent courses, go to <http://www.math.rutgers.edu/courses/AdvisorChart/NJcolleges.html#two>. Clicking on the name of a college from the left-hand column will bring you to the homepage of that institution.

CAN I DO MY CORE REQUIREMENTS AT ANOTHER SCHOOL?

NO! Core, mission and cross-cultural requirements must be completed at Rutgers New Brunswick. Although core credit can be granted for work done at another college prior to a student's matriculation at Douglass, once a Douglass student, all remaining distribution requirements must be taken here.

CAN I USE A COURSE TO MEET A MAJOR REQUIREMENT?

In many cases, yes, but this is at the discretion of the academic department. Ask a departmental advisor, or check the web-page of the department

(<http://www.rutgers.edu/Departments/AcademicServers.shtml>) for information on transfer credits, and any restrictions that might apply. If you are going to use a course to meet a major requirement, be sure to have your permission form signed by a departmental advisor.

WHERE DO I GET THE PERMISSION FORM?

The “Summer or Winter Session Courses Outside of Rutgers University” form is available in the Office of Academic Services, Room 104 of College Hall. The office is open 8:30-4:30, M-F. Once you’ve completed the form, and obtained any necessary departmental signatures, bring the form back to the office and your academic dean will review it. You may pick up your copy the next business day, or ask that it be sent to your DPO. ALWAYS SAVE YOUR COPY! You may need to use it for a “Visiting Student Permission Letter”, and it is your verification that the course was approved.

WHERE DO I HAVE MY TRANSCRIPT SENT?

The official transcript should be sent to Douglass College, Office of Academic Services, 104 College Hall, 125 George Street, New Brunswick NJ 08901-1414. You may also wish to have a copy sent to your home address. If you do so, leave the envelope sealed. We cannot accept a transcript if the seal is broken.

WHAT IF THE COURSE IS A PRE-REQUISITE FOR A COURSE I WANT TO TAKE IN THE FALL?

As soon as you have a final grade for the course, bring a copy of your grade report to the office of Academic Services. We can issue a pre-requisite override form, which will allow you to register for any open section of the course.

HOW MANY CREDITS CAN I TAKE OVER THE SUMMER?

Typically a student is limited to the equivalent of one credit per week of the summer session. That is, in a six-week session, a student may take no more than six credits. Summer session courses can be very intense, so taking more than one at a time should be discussed with your advisor.

WHAT IF I WANT TO TAKE THE COURSE AT RU-NEWARK OR CAMDEN?

No permission form is necessary, but if the course is to be used for a major requirement, check with a departmental advisor first. The grade will calculate into your grade point average; courses taken at Camden or Newark cannot be used to meet core, mission and cross-cultural requirements.

ARE THERE ANY OTHER RESTRICTIONS I SHOULD KNOW ABOUT?

You must earn a grade of “C” or better in order to be granted transfer credit. If you have earned 60 or more credits towards your degree, only six additional credits may be transferred from a two-year school. Courses taken outside of Rutgers University may NOT be used to replace grades earned at Rutgers.

I JUST WANT TO CATCH UP ON CREDITS. WHAT COURSE(S) ARE RECOMMENDED?

This is best discussed with your academic advisor, but consider courses that you would not typically be able to take during the academic year. Some possibilities might include courses that, at RU, are open only to declared majors, or general electives that simply sound interesting to you.