

**MASON GROSS SCHOOL OF THE ARTS**  
Application for Graduate Transfer of Credit

This form is to be completed by the student and submitted to the Director of Graduate Program, together with an official transcript showing the courses for which the credit is requested: After the Graduate Director endorses the application, the application and transcript should be forwarded to the Office of the Dean. When approved, a copy and the accompanying transcript will be sent to the Registrar's office and another copy will be returned to the Graduate Director.

Note carefully the following: The maximum number of transfer credits toward a graduate degree is as follows: M.M.—6 credits, AD-3 credits, and DMA—3 credits (9 credits if from another doctoral level program). No undergraduate credit may be transferred, nor can ensemble or lesson credit. For the DMA, a transfer can occur only if the student took more than 4 academic courses during their M.M degree. A student must apply for transfer of credit after accumulating twelve (12) credits in graduate courses at Rutgers University. No transfer of credit will be granted for courses in which the student received a grade below B (in a letter grade system). Rutgers University does not allow online courses to be transferred. Any course for which the student requests transfer of credit must be evaluated by the Program Director and by the Dean of The Mason Gross School of the Arts

Name of Student: \_\_\_\_\_ RUID: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Program: \_\_\_\_\_ Date of Admission: \_\_\_\_\_

**Summary of All Previous College Education:**

<u>Institution</u>	<u>Location</u>	<u>Degree</u>	<u>Degree or Attendance Dates</u>

**Transfer of Credit Requested:**

<u>University</u>	<u>Title of Course</u>	<u>Course number</u>	<u>Credits</u>	<u>Grade</u>	<u>Semester/Year</u>

**Total credits recommended for Transfer** \_\_\_\_\_

**Transcripts enclosed from:** \_\_\_\_\_

**Recommended by GPD** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved by the Dean:** \_\_\_\_\_ **Date** \_\_\_\_\_