

Office of Academic Services William Levine Hall • Busch Campus 160 Frelinghuysen Road • Room227A/277B Piscataway, New Jersey • 08854 848/445-6336 • FAX: 732/445-5767

Policy and Procedure to Take Courses Outside the Ernest Mario School of Pharmacy

Academic Requirements

Pharmacy students are permitted to take courses outside of Rutgers University during the summer and Winter Sessions only. Students must meet the following criteria to be eligible:

- 1. You must be a matriculating student in good academic standing at the School of Pharmacy,
- 2. Your Cumulative GPA must be greater than 2.800,
- 3. You must have successfully completed the core math, science. and English courses for your current year.

Course Review Procedure

- 1. Complete the first part of the form.
- 2. To receive *equivalency credit*, take the form and present it along with the course catalog from the non-Rutgers school or a copy of the catalog page on which the course description occurs to the appropriate Rutgers University academic department for evaluation and approval. A listing of the locations of the academic departments can be found online at http://newbrunswick.rutgers.edu/academics/academic-departments-programs.
- 3. The department advisor or chair must review the caurse you wish to take and approve or deny the request. If a course is approved, the course equivalent at Rutgers must be noted.
- 4. Return the form to Room 277A/277B in William Levine Hall. The form and your academic record will be reviewed. This review will take 72 hours from the date of receipt of this from by the Office. *It is necessary for you to come into the Office of Academic Services to pick up the completed form.*
- 5. Take the original copy to the host college/university and register for the class(es) approved. Make sure you retain a copy for your records,

Other Requirements

- 1. Students currently registered at the School of Pharmacy must earn grades that allow them to continue in the following term; otherwise, this permission is nullified.
- 2. Students in good academic standing may register for a total course load not to exceed 9 credits in summer, 3 in winter.
- 3. Student are not permitted to register for coursework in more than one school during any given semester.
- 4. No credit will be accepted by the School of Pharmacy that has not been pre-approved by the Dean's Office. You must follow the Course Review Procedure outlined above in order to receive credit.
- 5. No student is permitted to complete any of the core science courses outside of the University. The course you wish to take may only be one of the following:
 - a. Humanities/Social Science Elective,
 - b. Intro. to Microeconomics, 01:220:102 (which requires equivalency approval from department),
 - c. Basic Statistics for Research, 01:960:401 (which requires equivalency approval from department).
- 6. You will be expected to comply with the policies and regulations in effect at the host institution.

Receiving Credit for the Course

- 1. You must obtain a grade of "C" or better to receive credit for the approved course.
- 2. Grades from the host institution are not computed into the cumulative average at Rutgers.
- 3. It is your responsibility to ensure that an official transcript of the work completed at the host institution is received by the Dean's Office *within two weeks of completion of the course*. The address to which transcripts are to be sent is:

Ernest Mario School of Pharmacy Rutgers, the State University of New Jersey Attn: Office of Academic Services 160 Frelinghuysen Road, Room 277A/277B Piscataway, NJ 08854-8020

Authorization to Take Courses Outside the Ernest Mario School of Pharmacy

Part I: To be completed by student

Last	First		MI	Class Year	RUID		
Campus PO Box	Home Address		Cit	у		State	ZIP
Campus Phone		Cell Phone:			Email Address		

Please return this form to the Dean's Office, William Levine Hall, Room 277A/277B, after you have obtained department signatures for the courses you list in Section II. If approved by the Dean's Office, this form will be ready for pickup 72 hours alter submission.

Part II: Complete and obtain approval of appropriate Rutgers University Department

1	at		for	
Non-Rutgers University Course // and Title	Name of Scho	Name of School Offering Course		
Approved Denied				
Signature of Rutgers Un	iversity Department Advisor	Date	Course <equivalent at="" ru<="" td=""></equivalent>	
2.	at		for	
2	Name of Scho	at Name of School Offering Course		
Approved D Denied Signature of Rutgers Un	iversity Department Advisor	Date	Course <equivalent at="" ru<="" td=""></equivalent>	
3	at	at Name of School Offering Course		
Non-Rutgers University Course II and Litle	Name of Scho	or Oriening Course	i# of Credits	
Approved Denied				
Signature of Rutgers Un	iversity Department Advisor	Date	Course <equivalent at="" ru<="" td=""></equivalent>	
Part III: To be completed by Dean's Office	e, School of Pharmacy Denied □			
Dean's Signature or Dean's Representative e		Date		
Additional Notes:				