



Office of Academic Services
William Levine Hall • Busch Campus
160 Frelinghuysen Road •
Room 227A/277B
Piscataway, New Jersey • 08854
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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 course 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 form 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

