

# Approval for Undergraduate Courses at Other Colleges

## INSTRUCTIONS — PLEASE READ CAREFULLY

You must be in good academic standing to take a course at another college, as stated in the NJIT Academic Policies & Procedures: <http://catalog.njit.edu/undergraduate/academic-policies-procedures/>

If you wish to take a Chemical or Materials Engineering course at another University, you must complete the following steps:

- 1) Select the course you wish to take and provide a course description and course syllabus. Course equivalency will be evaluated by the instructor teaching the course at NJIT.
  - 2) Complete and submit this form.
  - 3) If approved by both our Department Chair and the Registrar's Office, you will receive an email with the signed form from a Registrar representative.
  - 4) Register for the course you were approved to take.
  - 5) When the course is complete, submit an official transcript to the NJIT Admission's Office so that the class may be transferred to NJIT.
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### Please also note:

- Courses may only be taken at other Universities during the summer only.
- Courses must be face-to-face; online courses are not permitted.
- Courses taken at other universities must be at least eight (8) weeks in duration.
- If students wish to take Chemical or Materials Engineering subject classes at other institutions, undergraduate students can transfer a maximum of nine credits in total over the course of their curriculum and with prior approval.
- Students are allowed to take only one Chemical or Materials Engineering subject class at other institutions during the summer with prior approval.

**IMPORTANT:** Credit will be granted only if the grade of C (\*) or higher is earned at the university offering the course and the course is approved in advance by NJIT. Grades will be posted only for courses completed at schools with a complete course registration agreement (this form) that has been approved and signed by the Chemical and Materials Engineering Department.

First and Last Name: \_\_\_\_\_

• NJIT ID/UCID: \_\_\_\_\_

• Major: \_\_\_\_\_

• Visiting Institution: \_\_\_\_\_

• Course ID: \_\_\_\_\_

• Course Title: \_\_\_\_\_

• Year and Summer Semester of Registration: \_\_\_\_\_

• NJIT Equivalent Course ID: \_\_\_\_\_

• NJIT Course Title: \_\_\_\_\_

• Have you taken the NJIT course equivalent in previous semester?  No  Yes – list year and semester(s) that apply \_\_\_\_\_

I understand and agree that I must officially transfer the course I am taking at another University to NJIT. Failure to transfer the course officially may result in registration delays or inability to register for subsequent NJIT courses. See <http://www.njit.edu/registrar/transfer/index.php> for information about transferring classes to NJIT.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### APPROVAL SIGNATURES

Course Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Undergraduate Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_