

Rutgers University

Office of the Graduate Registrar

Statement and Procedures on the Princeton-Rutgers Exchange Program For Rutgers Students

Princeton and Rutgers University have been operating an informal exchange program since 1964. The program is informal to the extent that formal registration as an enrolled graduate student at the host institution is unnecessary. Tuition is paid at the home institution. The form on the reverse side of this page is used to accomplish registration at each institution. The objective of the program is to make courses available to graduate students that are not available at their home institution. To be eligible to take a course at the other institution, a graduate student must be matriculated, must have his/her advisor, graduate program director, or departmental chairperson countersign his/her request with the Dean of the Graduate School indicating that the course is necessary for the student's program and is not available at his/her home institution.

The program is operated through the Office of the Dean of the Graduate School at Princeton University and through the Office of the Registrar, Graduate and Professional Schools, at Rutgers University .

Registration is limited to one or two graduate courses per semester; undergraduate courses may not be taken under this program.

The process for formalizing enrollment in a Princeton graduate course by a Rutgers student is as follows:

1. Rutgers students must register for PRINCETON EXCHANGE, (____):OOI:816, normally for three credits. (Refer to the Schedule of Classes for the Registration Index Number for your school.) Only Rutgers students enrolled in schools which have PRINCETON EXCHANGE in their Schedule of Classes may participate in the Exchange Program. Students who fail to register for PRINCETON EXCHANGE cannot receive credit under this program. The student's dean will provide special permission numbers if needed for registration in this "course".
2. The Rutgers student obtains the necessary forms from the Rutgers Registrar or dean.
3. The student obtains the necessary departmental and graduate school endorsements from Rutgers.
4. The Rutgers student contacts the instructor of the Princeton course so the instructor can determine if the student is qualified to take the course and if there is room in the course. The Princeton instructor has the right to give or refuse admission to the course.
5. After the instructor has given permission by signing the forms, a copy is forwarded to the Rutgers Registrar and one is submitted to the Princeton Graduate School Office.
6. Upon completion of the course, the student must request an official transcript to be sent to the Assistant Dean at the Graduate School.

PRINCETON GRADES WILL BE ASSIGNED

A – Excellent P – PASS B – Very Good C – Good D – Passing F – Fail
N – No Grade Given INC Incomplete

Plus (+) and minus (-) grades may be assigned to A, B, C. Princeton does not assign credits to graduate courses.

PRINCETON - RUTGERS
Graduate Student Cooperative Exchange

I. APPROVAL

It is requested that _____, student number _____,
(Name of Student)

Student's Date of Birth _____, Email Address _____

a candidate for the degree of _____ in the _____
(Name of Graduate School)

at _____, be permitted to take the graduate course(s) listed in
(Name of University)

Part II, below, at _____ during the _____ semester.
(Name of Host School) (Term/Year)

It is confirmed that the student is matriculated, the course or courses are to be counted toward the degree sought, the course or courses are graduate courses by definition (500 level and above), and the course or courses are not available at the student's home institution. (Rutgers students will normally receive 3 credits and will be billed by Rutgers.)

Signed: _____
(Advisor Sending School)

Signed: _____
(Dean Sending School)

Student is admissible:

Instructor's Signature

Course #	Title	Instructor's Signature

II. GRADE REPORTING

At the end of the semester the student must request an official transcript of his/her dean requesting that the course and grade be transferred to his/her record.

III. DISTRIBUTION

When Part I is completed, copies of the form are submitted to the appropriate officials (Dean, Princeton Graduate School or Graduate Registrar, Rutgers University).