

Transferring History Courses: Information for Majors and Minors

The History Department at Rutgers-New Brunswick accepts many History courses taken at other institutions for credit towards its major or minor. Such courses can be transferred from two-year colleges, other four-year universities, or programs sponsored by the Rutgers Study Abroad Program. We will also consider requests to transfer credits for summer courses taken at other institutions and requests to transfer credits taken through other Study Abroad Programs. Even courses that do not correspond closely with the title or content of a course taught at Rutgers are eligible for transfer.

There are, however, some rules and regulations that govern the transfer process. First of all, the department requires that majors must complete a minimum of six courses at Rutgers-New Brunswick, meaning that no more than five transfer courses can be counted towards a major. Similarly, the department requires that minors complete a minimum of four courses at Rutgers-New Brunswick, meaning that no more than two transfer courses can be counted towards a minor. We also do not accept ANY on-line courses for transfer credit, nor do we accept winter session courses taken at other institutions. We also frequently grant transfer credit at levels below the level assigned by the institution where the course was taken.

The procedure for gaining transfer credit varies depending on the originating college or program. Common procedures are as follows:

1.) Transferring Courses from Two-Year Colleges in New Jersey. Many courses taught at two-year colleges in New Jersey have been pre-approved for transfer to Rutgers and will automatically transfer when you register at Rutgers. Information about these courses can be found on the website NJ Transfer: <http://www.njtransfer.org/>

If you find a course listed on NJ Transfer with a direct equivalent at Rutgers, you do not need to do anything; the transfer equivalency will automatically appear on your transcript following your registration at Rutgers.

If the course you took is not listed on NJ Transfer, you will need to schedule an appointment with the Undergraduate Vice-Chair in the History Department to determine how the course will transfer (contact information is available on this website). When you meet with the Vice-Chair, you will need a copy of the catalog description of the course and a copy of the syllabus used in the course. At the meeting, the Vice-Chair will fill out a transfer approval form indicating the appropriate geographical area of History related to your transfer course (506, 508, 510, or 512), and the appropriate level of credit (100-level or 200-level). For some courses, it is possible to give an exact equivalency with an existing course at Rutgers, but frequently there is not an equivalent or similar course offered at Rutgers. In such cases, you will be given equivalency by area and general level (e.g. 512 credit at the 100-level) rather than an exact equivalency. If you cannot acquire a copy of the syllabus for the course, you can still get transfer credit, but only at the 100-level (many courses will transfer at this level even with a copy of the syllabus). The Vice-Chair will give you a copy of the transfer approval form to take to the SAS Dean's Office for processing. (The Dean's Office nearest to the History Department is located in Milledoler Hall, across the quad from Van Dyck Hall).

2.) Transferring Courses from Four-Year Colleges. All transfers from four-year colleges need to be approved by the Undergraduate Vice-Chair. The procedure is similar to that outlined above for two-year colleges not listed on NJ Transfer. Courses

taken at four-year institutions are, however, eligible for transfer at the 300 or 400 level. Only courses that have reading and writing requirements comparable to our own upper-level courses will transfer at higher levels. If possible, students should bring to their meeting with the Vice-Chair copies of papers written in upper-level courses at other institutions as well as copies of the course description and syllabus. Courses that were graded solely on the basis of exams or a combination of exams and short papers (e.g. five pages) will ordinarily transfer at the 100 or 200-level.

3.) Transferring Courses from Study Abroad. All transfers of Study Abroad courses need to be approved by the Undergraduate Vice-Chair. The procedure is the same as that outlined above for transfers from four-year colleges. Students contemplating studying abroad are encouraged to consult with the Vice-Chair about likely equivalencies BEFORE they sign up for any courses. Formal equivalency cannot be given in advance, but advice and suggestions from the Vice-Chair will be helpful in planning a course of study that will yield maximum benefit upon returning to Rutgers. Equivalency decisions ultimately depend on the nature of the reading and writing requirements of each individual course, which can be formally determined only after course completion. Ordinarily, students returning from Study Abroad should arrange to meet with the Vice-Chair early in the semester following their return to the U.S.

Any questions about transfer credits not covered in this document should be addressed to the Undergraduate Vice-Chair.