

MASON GROSS SCHOOL OF THE ARTS
IMPORTANT INFORMATION FOR TRANSFER STUDENTS

Helpful Websites

NJ Transfer

<https://www.njtransfer.org/artweb/chgri.cgi>

Statewide Transfer Agreement (adopted by the NJ President's Council)

<http://admissions.rutgers.edu/lampitt.asp>

Appeals to the Transfer of Credit Evaluation

Transfer students who begin matriculating at Mason Gross School of the Arts may appeal the evaluation of their transfer credit provided they do so within the first semester of study at Mason Gross. In order to appeal, a student must take the following steps:

1. Provide a syllabus of the course in question to the Undergraduate Advisor in the appropriate department at Mason Gross (Dance, Music, Theater Arts, Visual Arts).
Ask the Undergraduate Advisor to evaluate the course and provide a response in writing to the Dean of Students. If additional materials, such as completed assignments, tests, quizzes, are available, they should be submitted as supplementary material. If the course was taken at a NJ Community College, please submit the appropriate printed page from the NJ Transfer website.
2. Notify the Dean of Students in writing that the appeal has been sent to the department.
Include in this correspondence your name, RUID, phone number and email.
3. If within thirty days of initiating this process, the transcript has not been updated, the student should make an appointment with the Dean of Students to learn the outcome of the departmental decision.
4. If the course in question is a liberal arts course, the syllabus and request for re-evaluation must be addressed to the corresponding department at SAS or SEBS.

Each baccalaureate institution shall have a procedure through which a transfer student can appeal a decision that he/she believes is not consistent with this agreement. The procedure shall be published in the institution's catalog, student handbook, and website. A student who wishes to appeal a decision must file that appeal with the baccalaureate institution through that procedure. Such appeal must be submitted by the student within 30 days of receiving the decision in question. The baccalaureate institution will provide a decision to the student within 60 days of receipt of the appeal. The decision of the baccalaureate institution is final. The relevant community college will be informed of the nature of the appeal and the decision by the baccalaureate institution.

Contact Information:

Casey Coakley, Ed.D

Dean of Students

Mason Gross School of the Arts

ccoakley@masongross.rutgers.edu

732-932-9360, ext. 508