

The College of New Jersey  
Office of Records and Registration  
P.O. Box 7718, Ewing, NJ 08628-0718  
Phone: (609)771-2141 Fax: (609)637-5184

**COURSE AUTHORIZATION FORM**

Last Name:  First Name:  MI:  PAWS ID:

Phone:  TCNJ E-Mail:  Major

**Section 1: MUST BE COMPLETED BY THE STUDENT**

Semester course will be taken:  WINTER  SPRING  FALL  SUMMER  YEAR \_\_\_\_\_

Authorization for registration at: \_\_\_\_\_  
(Name of College) (City, State)

Classification/Academic Year:  SOPHOMORE  JUNIOR  SENIOR  OTHER

Cumulative GPA:  Number of Units Transferred to TCNJ to Date:   
(16 units is the maximum transferable credit from two-year colleges.)

Course Authorized at Sending Institution			TCNJ Equivalent Course			
Course #	Course Title	Units	Course #	Course Title	Units	Department Approval*

**PLEASE NOTE: ONLINE COURSES WILL NOT BE ACCEPTED FOR NATURAL SCIENCE WITH A LAB.**

I verify that the above information is correct and complete:  
  
 Student Signature Address

\* Written approval from the student's major and/or minor department must be submitted in order to use course(s) toward a major and/or minor requirement(s). Most departments require grades higher than a "C" for such courses to be transferred; the student must verify the minimum acceptable grade with his/her department when seeking approval.

**Section 2: FOR OFFICE USE ONLY.** The student named above is hereby authorized to enroll for the course(s) listed above. He/she is (1)  in good standing ;  
 2)  on academic warning/probation, as of the date of this authorization. Credit for completion of these courses will be applied toward the indicated requirements at The College of New Jersey, but grades earned will not affect the cumulative average. Transfer courses cannot be used for cumulative adjustments. **The students must request that the REGISTRAR FROM THE SENDING INSTIUTION SEND AN OFFICIAL TRANSCRIPT to the Office of Records and Registration. It is the student's responsibility to follow up on the posting of approved credits on his/her TCNJ transcript.**

**NOTE: Graduating Seniors are advised that taking courses at another school during the last semester may delay posting of the degree unless an official transcript is received by this office at least 7 working days prior to graduation.**

Academic Evaluator, Office of Records and Registration \_\_\_\_\_ Date: