



RUTGERS

School of Environmental
and Biological Sciences
OFFICE OF GLOBAL ENGAGEMENT

SEBS Non-Rutgers Study Abroad Approval

Name _____
First Last MI

Rutgers Email Only _____ RUID _____

Declared Graduation Date (Month/Year) _____

Major(s) _____ Minor(s) _____

Program/University Name and Location _____

Semester of Study Fall Summer
 Spring Winter Year: 20 _____

Please note: It is the responsibility of the student to have an official transcript sent to the SEBS Office of Academic Programs by email (transfers@sebs.rutgers.edu) or mail (Martin Hall, Suite 109, 88 Lipman Drive, New Brunswick, NJ 08901-8525). This **typed** form must be submitted to StudyAbroad@sebs.rutgers.edu prior to departure.

Student Signature _____ Date _____

Please do not sign until all courses have been approved by the respective faculty

Study Abroad Course and Code	SA Credits	Rutgers Equivalent Course and Code	RU Credits	Department	Approver Name	Approver Initials	Core Eligible
Ex-UCD: Intro to Animal Science ANSC10010	5	Intro to Animal Science 11:067:142	3	Animal Science	Henry Rutgers	HR	No



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Course selection continued

Study Abroad Course and Code	SA Credits	Rutgers Equivalent Course and Code	RU Credits	Department	Approver Name	Approver Initials	Core Eligible

For faculty/departmental use only. Please provide any notes or special instructions here:

Academic Requirements

Courses taken through a non-Rutgers study abroad program will be treated as transfer courses. The credits, but not the grades, will be applied to the student's record upon successful completion of the program provided the student earns a grade of C or better.

Transfer credit is not guaranteed without prior approval from a Rutgers faculty member within the appropriate departments at Rutgers—New Brunswick; this includes major, minor, core, elective, and certificate program requirements. Courses that do not have prior approval may count as elective credits towards the 120-credit requirement for graduation.

Transfer courses cannot be used to meet either of the two Contemporary Challenges SEBS Core requirements, although abroad programs of at least 12 weeks (fall and spring) or 6 weeks (summer) can be used to complete the Contemporary Challenges – Our Common Future (CC-O) requirement. Explicit written approval from the Office of Academic Programs must be obtained for all other Core requirements. An internship must have written approval from a student's undergraduate program director to be counted towards the SEBS Experiential Learning requirement and should include an accompanying academic component to be discussed with an advisor.

If a transcript does not illustrate the Rutgers equivalent grading scale or is in a language other than English, the student will be responsible for supplying a transcript evaluation from an accredited evaluation service such as those found through [NACES](#).

Leave of Absence and Reenrollment

Students who interrupt their **semester** attendance to Rutgers University for any reason must go through a [leave of absence](#) and [re-enrollment process](#). The leave of absence should be submitted prior to your departure and the re-enrollment form should be submitted by the appropriate deadlines based on your semester away. ***This requirement is unnecessary for students studying abroad during the winter or summer breaks.***

A SEBS Non-Rutgers Study Abroad Approval Form should be completed, approved by the academic department, and returned to the SEBS Office of Global Engagement prior to a student submitting a leave of absence request.

SEBS Residency Requirement

Students pursuing a SEBS degree are required to earn 30 of their last 42 credits while registered in classes offered in Rutgers—New Brunswick. This means students in their final year of study may only transfer 12 credits from a semester study abroad program. It is inadvisable to participate in a non-Rutgers study abroad program in a student's final semester of study as the transfer process can delay graduation and/or lead to a required extra semester of study.

Housing

If a student participating in a non-Rutgers study abroad program has signed a housing contract that will be in effect during their time away from Rutgers, they must notify the Housing Office in writing of their intention to cancel their contract. Students who do not cancel their housing within the prescribed time-period are subject to cancellation fees. Students interested in housing upon their return should communicate with the housing office before departure to learn about the procedure to apply for housing post-reenrollment and the appropriate deadlines to consider.