

## **Enrolling and transferring a Computer Science course to be applied to a Computer Science or Computing & Informatics Required Major Elective or Major Restricted Elective while enrolled in Respective Programs at Rowan University**

While Rowan University does accept transferred credits from accredited institutions for enrolled Rowan students with approval from an Academic Advisor, the Rowan University Department of Computer Science does **strongly encourage** that once a student is matriculated in the degree programs of Computer Science or Computing & Informatics, **all** Computer Science Department courses designated as Required CI/CS Course or Restricted CI/CS Elective Major Restricted Elective be **completed at Rowan University**, after the first admitted term.

If a student wishes to enroll in a course at another institution to receive credit for a Computer Science or Computing & Informatics Required Major Elective or Major Restricted Elective, a student *may* receive approval after completing the following steps (this process should be completed no later than 60 days prior to the start of the intended course, to allow thorough evaluation and must be completed for each individual course):

1. Schedule a meeting with academic advisor through RSN.
2. Find a target course at another accredited institution.
3. Obtain information about course (syllabus, description, course website material, etc.)
4. Provide a written rationale for the enrollment (½-1 page).
5. Fill out the following form: <https://sites.rowan.edu/registrar/docs/approval-to-take-courses-at-another-institution.pdf>
6. Discuss course and rationale with academic advisor during appointment.
7. If approved, make appointment with Computer Science Chair of Curriculum
8. Discuss course, rationale, and approval form with Curriculum Chair
9. If approved and signed by Curriculum Chair, obtain signature from Academic Advisor.
10. If approved, obtain signature from Department Head.
11. Apply to outside institution as a Visiting student and enroll in course.
12. Student must earn C- or better in course (GPA cannot be affected by transferred course).
13. Once grade is assigned student must request transcript to be sent to Rowan University Office of the Registrar.
14. Student must inform Academic Advisor that course has been transferred to allow course to be applied to graduation.