

Office of the Graduate Registrar

STATEMENT AND PROCEDURES ON THE PRINCETON-RUTGERS EXCHANGE PROGRAM

Princeton and Rutgers University have been operating an informal exchange program since 1964. The program is informal to the extent that formal registration as an enrolled graduate student at the host institution is unnecessary. Tuition is paid at the home institution. The form on the reverse of this is used to accomplish registration at each institution. The objective of the program is to make courses available to graduate students that are not available at their home institution. To be eligible to take a course at the other institution, a graduate student must be matriculated, must have his/her advisor, graduate program director, or departmental chairperson countersign his/her quest with the Dean of the Graduate School indicating that the course is necessary for the student's program and is not available at his/her home institution.

The program is operated through the Office of the Dean of the Graduate School at Princeton University and through the Office of the Registrar, Graduate and Professional Schools, at Rutgers University.

Registration is limited to one or two graduate courses per semester; undergraduate courses may not be taken under this program.

The process for formalizing enrollment in a Princeton graduate course by a Rutgers student is as follows:

1. Rutgers students must register via a Course Registration Card or Change of Registration Form for PRINCETON EXCHANGE, (____):001:816, normally for three credits. (Refer to the Schedule of Classes for the Registration Index number for your school.) Only Rutgers students enrolled in schools which have PRINCETON EXCHANGE in their Schedule of Classes may participate in the Exchange Program. Students who fail to register for PRINCETON EXCHANGE cannot receive credit under this program.

2. The Rutgers student obtains the necessary forms from the Rutgers Registrar.

3. The student obtains the necessary departmental and graduate school endorsements from Rutgers, and indicated the course number, name of course, and term on the forms.

4. The Rutgers student then contacts the instructor of the Princeton course so the instructor can determine if the student is qualified to take the course and if there is room in the course. The Princeton instructor has the right to give or refuse admission to the course.

5. After the instructor has given permission by signing the forms, one copy is forwarded to the Rutgers Registrar for information and the other one is submitted to the Princeton Graduate School Office.

6. One copy of the form with the final grade is returned to the Rutgers Registrar at the end of the semester. If the grade is an "incomplete" the revised grade is sent to Rutgers as soon as it becomes available.

Grading Systems

Princeton

A – Excellent
B – Very good
C – Good
D – Passing
Pluses (+) and minuses (-) may be assigned to the grades of A, B, C. Princeton does not assign credits to courses; graduate courses normally meet 3 hours per week for one term.

P – Pass
F – Fail
N – No Grade Given
INC – Incomplete

Rutgers

A – Outstanding
B – Good
C – Satisfactory
F – Failing
PASS – PASS
NC – No Credit
IN – Incomplete

Courses normally meet for 800 minutes per semester per credit hour. Pluses (+) may be assigned to grades of B and C.