

PHD STUDENT EXCHANGE PROGRAM
For PhD Students at Rutgers University and
The University of Pennsylvania

PURPOSE OF THE EXCHANGE PROGRAM

The exchange program enables a graduate student enrolled in a PhD program at Rutgers or Penn to study at the other school for a limited period of time in order to take advantage of particular educational opportunities not available on the home campus. The academic experience, including courses taken and/or research conducted with particular faculty at the visited institution will be registered on the academic record maintained by the student's home institution.

Eligibility is limited to Ph.D. students in good standing at their home institution who have completed at least one full academic year in residence at their home institution. Exchange students must be enrolled or registered at the home institution in order to be eligible for participation in the exchange. Grades must be given for courses taken for credit.

Ph.D. students in all fields may participate. Students may take a maximum of four courses (a maximum of four credit units at Penn, 12 credits at Rutgers) if they are commuting to the other school. If the student plans to be in residence at the other institution, then participation is limited to the equivalent of one academic year.

The home institution charges tuition in the regular way and provides whatever financial aid the student would normally receive. The host institution charges no tuition or fees and provides no financial aid. Exchange students may not teach at the host institution during the exchange visit or receive any other grants or compensation from the host institution.

The home institution will continue to issue certificate of eligibility (I-20 or IAP-66.)

Procedure

Rutgers Graduate School - New Brunswick to University of Pennsylvania

Student obtains an approval form from the Dean. The student must secure the approval signature(s) of the course instructor(s), then h/her adviser, Director of Graduate Studies, and dean. The graduate dean will forward the approved form to the exchange coordinator at the host institution, who will coordinate securing other necessary approvals at the host school. If approved, the student must register at Rutgers for the pseudo-course, 16:001:820, U PENN EXCHANGE, via the Dean's Office, for the number of credits being taken in the current semester. These credits generate tuition charges. University of Penn courses will be entered on exchange screen as soon as known.

At the end of the semester the student will request an official transcript to be sent by University of Pennsylvania to the dean of the Graduate School – New Brunswick, who will forward it to the Registrar with instructions. The Registrar posts the course title(s), number, credits, and U. of Penn grade(s) on the exchange course screen. Degree credit indicator(s) will be set to 'Y' and GPA indicator(s) to 'N'. (The Registrar will not post the U. of Penn course(s) without insuring that the student has registered for the pseudo-course.)

University of Pennsylvania to Rutgers

The Graduate School – New Brunswick Dean will receive the approved exchange form from the exchange coordinator and complete an abbreviated application for admission for the student. The form will be sent to Admissions who will admit the student using codes 16:NM:XXX (dept code). The dean will send a copy to the Registrar along with a list of courses in which the student is to be registered.

The Registrar will set the bill payment indicator to Y and assign an SAR billing code and loc/spec code of CD. The telephone access override code will be set to N.

If the student has an RUID from a former admission and a visa code on GD, the registrar will change the visa code to XX.

Transmission of Grades

The student will request an official transcript (via Registrar's website) to be sent to the appropriate official at the University of Pennsylvania.

Authorization

This exchange program was announced by the Dean of the Graduate School – New Brunswick in December, 2009.

FORMS: Application forms can be found at
http://gsnb.rutgers.edu/resources/upenn_exchange.doc

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