

**NATHAN WEISS GRADUATE COLLEGE
KEAN UNIVERSITY
Office of Graduate Student Services
EC-218A**

TRANSFER OF CREDIT APPLICATION

Date _____ Semester/Year _____ Degree Program & Option _____

Name _____ Student ID # _____

Address _____ Home Phone _____

_____ Business Phone _____

E-mail _____

Note: No more than six graduate credits with a grade of 'B' or better, may be transferred. No credit is granted toward the Master's degree for courses taken more than six years prior to the anticipated date of graduation. Courses applied towards a previous degree cannot be credited to another degree.

Courses requested for transfer credit from a college or university other than Kean University. An official course description must be submitted with application.

To be substituted for the following which appears on the original course outline. Must be completed by Program Coordinator.

Semester/year Course Title grade credit

Dept. Number Credit

College or University

Course Title

City State ZIP

Reason for request (explain): _____

{ } Approved

{ } Denied

{ } Approved

{ } Denied

Program Coordinator

Date

Office of Graduate Studies

Date

PROCEDURES

1. An official transcript must be sent to the Office of Graduate Student Services, EC-218A. Transcript must clearly state that the credit is graduate credit. Grade earned must be a "B" or better. Grade of "Pass" or "Credit Granted" are not acceptable unless accompanied by documentation from the University where course was taken verifying that the grade is the equivalent of a "B" or better.
2. Arrange for a conference with your Program Coordinator and obtain his/her signature.
3. After signature is obtained, return form to the Office of Graduate Student Services (EC-218A)

TO STUDENT: DO NOT WRITE ON THIS SIDE OF FORM

TO: Records

Student=s name _____ ID# _____

College/University _____ Semester processed _____

Number of credits this transfer _____ Total Credits Transferred (including previous) _____

Approved by: _____ Date _____
Graduate Student Services

Records: Initial _____ Date _____ Transfer Grade _____