

Transfer of Credit Request

This request should be submitted if you wish to have graduate credits taken at another college or university to be used towards your graduate degree at Kean University. The following conditions must be met:

1. Matriculation in a graduate-degree program
2. This request must be accompanied by an official transcript, if not already on file
3. This request must include a course description from the college/universities graduate catalog and/or course syllabus
4. A grade of "B" or better must have been achieved to be eligible for transfer; grades 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 to a "B" or better
5. Course cannot have been taken more than six years ago (unless an extension request has been approved)
6. The requested course cannot have been used towards the attainment of a prior degree
7. No more than a total of six transfer credits will be approved

Name _____ Student ID# _____

Program _____ Semester _____

Preferred Contact Phone # _____ Email _____

Course(s) Requested to be transferred:

1. _____
Course Title College/University Semester/Year Grade/Credits

2. _____
Course Title College/University Semester/Year Grade/Credits

Recommended Kean University Equivalencies: (to be completed by Program Coordinator)

1. _____
Course Number Course Title Credits

2. _____
Course Number Course Title Credits

Comments _____

Program Coordinator _____
Print Name Date

Signature

Office of the Registrar
 _____ Approved _____ Denied

Signature Date

To be completed by the Office of the Registrar

Student's Name _____ ID # _____

College University _____ Semester Completed _____

Number of Credits to transfer _____ Total Credits Transferred (including previous) _____

Approved by: _____ Date _____

To be completed by the Office of the Registrar:

Initial _____ Date _____ Transfer Grade _____