KEAN UNIVERSITY

Office of the Registrar/ One Stop Service Center:
Center for Academic Success Bldg, 1st floor
908-737-3290
Fax: 908-737-3299
regme@kean.edu

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:

- A maximum of six credits may be transferred providing the course(s) are applicable to the program to which it is being applied *-and-*
- Is approved by the program coordinator *-and-*
- The grade is "B" or better *-and-*
- The course(s) fall within the six year time limit requirement for completion of programs.

No course may be transferred unless documented on an official transcript from the college or university at which the course was taken. Courses applied towards a previous degree may not be credited towards another degree.

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

Please submit this completed form with the required approvals to the Office of the Registrar via email at regme@kean.edu.

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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 _____