

OFFICE OF GRADUATE STUDIES

# TRANSFER CREDIT REQUEST FORM FOR CREDITS ALREADY TAKEN

To complete this form for courses already taken at another institution in the United States or Canada, submit a copy of the **Course Catalog description for each course and the course syllabus as well as a FINAL OFFICIAL TRANSCRIPT** to the Office of Graduate Studies (GSO). For the complete policy, please refer to the GSO [website](#).

This form is for MS students only. For PhD students, only the PhD program director may contact GSO to potentially initiate a transfer process.

**This form must be digitally signed and submitted to [gso-forms@njit.edu](mailto:gso-forms@njit.edu); we will not accept hand-signed forms**

|  |   |
|--|---|
| <b>Name</b> _____<br>Last _____ First _____  | <b>Date of Request</b> _____                  |
| <b>Phone #</b> _____                         | <b>NJIT ID #</b> _____                        |
| <b>UCID / NJIT Email</b> _____               | <b>Program</b> _____                          |
| <b>Date of Entry</b> Spring 20__   Fall 20__ | <b>Degree Level</b> MS                    PhD |

**TRANSFER CREDIT POLICY:** Up to nine graduate credits may be transferred provided that they are from an accredited college or university in the United States or Canada, were not used in fulfillment of a previous degree, earned a final grade of B (3.0) or above on a scale whose maximum is 4.0, were in units of at least three semester credits, and were not earned more than seven years ago. Credits earned in quarter systems will be converted to equivalent semester credits.

| ORIGINAL ID NUMBER OF COURSE | ORIGINAL COURSE TITLE         | COLLEGE OR UNIVERSITY             | SEM / YEAR            | GRADE         | CREDITS EARNED | EQUIV. NJIT COURSE NO. | ACCEPTED OR REJECTED  |
|------------------------------|-------------------------------|-----------------------------------|-----------------------|---------------|----------------|------------------------|---|
| CHEM 6301<br>(sample)        | ORGANIC CHEMISTRY<br>(sample) | SETON HALL UNIVERSITY<br>(sample) | FALL 2014<br>(sample) | A<br>(sample) | 3<br>(sample)  | CHEM 605<br>(sample)   | <b>Advisor to check one</b><br><input type="checkbox"/> ACCEPTED<br><input type="checkbox"/> REJECTED |
|                              |                               |                                   |                       |               |                |                        | <input type="checkbox"/> ACCEPTED<br><input type="checkbox"/> REJECTED                                |
|                              |                               |                                   |                       |               |                |                        | <input type="checkbox"/> ACCEPTED<br><input type="checkbox"/> REJECTED                                |
|                              |                               |                                   |                       |               |                |                        | <input type="checkbox"/> ACCEPTED<br><input type="checkbox"/> REJECTED                                |

### GRADUATE PROGRAM ADVISOR APPROVAL

|  |           |      |
|--|-----------|------|
| Name   | Signature | Date |
| E-mail   | Phone No. |      |
| <input type="checkbox"/> If rejected, provide reason: _____<br>_____ |           |      |

|                        |
|------------------------|
| <b>Comments:</b> _____ |
|------------------------|

### GRADUATE STUDIES OFFICE APPROVAL

|                           |                |
|---------------------------|----------------|
| GSO Signature             | Date           |
| <b>NJIT COURSE NUMBER</b> | <b>CREDITS</b> |
|                           |                |
|                           |                |
|                           |                |

### REGISTRAR OFFICE ACTION

|  |                |
|--|----------------|
| Registrar Signature                      | Date           |
| <b>NJIT COURSE NUMBER</b>                | <b>CREDITS</b> |
|  |                |
|  |                |
| <b>Student's Record has been amended</b> |                |