

OFFICE OF THE REGISTRAR

Request for Course Work at Another Institution for undergraduate degree credit.

NAME	TELEPHONE NO.
ADDRESS	MAJOR
CITY • STATE • ZIP CODE	SOCIAL SECURITY NO.



WENZHOU-KEAN UNIVERSITY

Transfer Institution:	Credits:	Term Begins:	Term Ends:	Have you applied for graduation?
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Procedures: Complete this form and obtain the signatures of your department chairperson as listed below. After receiving the appropriate approvals, submit the white copy to the Office of the Registrar, the pink copy to the Office of Financial Aid and retain the yellow Student Copy for registration purposes at the transfer institution.

Please note that the maximum number of credits a student may take is eighteen (18) during a fall or spring semester and six (6) during a summer session. This includes courses taken at both Kean University and at the other institutions. **NO COURSE WILL BE ACCEPTED IN TRANSFER IF IT EXCEEDS THAT LIMIT.**

Upon completion of course(s) at the other institution, have an official transcript sent electronically or a hard copy sent to **Kean University, Office of the Registrar, 1000 Morris Avenue, Union, NJ 07083** no later six weeks after completion of the course(s). You will be notified of the credits accepted after they are posted on your records. **It is your responsibility to make sure that an official transcript has been received by Kean University.**

TRANSFER INSTITUTION			KEAN UNIVERSITY EQUIV. COURSE DEPT. AND COURSE NO. (must be completed or form will be returned)	FULFILLS KEAN UNIVERSITY REQUIREMENTS: Gen Ed, Major/Minor/Collateral, Free Electives, Additional Requirements, or other	MIN. GRADE
DEPT./COURSE NO.	COURSE TITLE	CREDITS			

All of the above columns must be completed or the form will be returned.
Kean course equivalency from New Jersey County Colleges may be verified through
www.NJTransfer.org

Print Name of Chairperson: _____ **Date:** _____

Signature of Chairperson of Major Department: _____

Student's Signature: _____ **Date:** _____

IMPORTANT: TRANSFER CREDIT POLICIES ARE PRINTED ON THE BACK OF THIS PAGE. YOUR SIGNATURE INDICATES THAT YOU HAVE READ AND UNDERSTAND THESE POLICIES AND PROCEDURES. FORMS WITH MISSING SIGNATURES WILL NOT BE PROCESSED AND WILL BE RETURNED TO STUDENT. SUTDENTS ARE RESPONSIBLE FOR SATISFYING ACADEMIC POLICIES REGARDING TRANSFER AND RESIDENCY REQUIREMENTS AS STATED IN THE UNDERGRADUATE KEAN UNIVERSITY CATALOGUE.

Summary of Transfer Credit Policies

Effective for transfer students entering Kean for the first time in the Fall 2008 semester and after (and any classes take after Fall 2008).

The following are the policies by which courses sent for transfer to Kean are reviewed and awarded:

Any developmental course (often designated as 0 or zero level, including developmental English as a Second Language (Examples: ESL*0201 or MATH*0203) courses are not transferable and do not count towards graduation.

Grade requirements for course transfer: The minimum grade accepted for transfer is a D with the following exceptions:

- a) English Composition requires a minimum grade of C.
- b) Major courses require a minimum grade of C.
- c) Specific majors, (for example Education majors) may have certain course requirements that have minimum grades higher than C.
- d) Transfer credits do not affect a student's Kean grade point average.

These policies are the same for transfer students and native Kean University students.

Only credits from regionally accredited institutions are transferable: Middle States Associations of Colleges and Schools, Northwest Commission on Colleges and Universities, North Central Association of College and Schools, New England Association of Schools and Colleges, Inc., Southern Association of Colleges and Schools, and Western Association of Schools and Colleges.

Any college credit earned at a non-US institution **MUST** be evaluated by an evaluation service that is a member of National Association of Credit Evaluation Services (N.A.C.E.S). These services have no affiliation with Kean University. A listing of the member evaluation services and additional information can be obtained by visiting www.naces.org.

Transfer credit limitations and residency requirements:

- a) Students can transfer a maximum of 92 credits from a combination of all two and four year institutions attended.
- b) Students can transfer a maximum of 66 lower division credits accepted (including all credits taken at two-year colleges and any lower division credits taken at four-year institutions).
- c) Students must take a minimum of 32 credits and 50% of the Kean University major requirements (which is included in the 32 credits, but the total may exceed 32 credits for some majors with large credit requirements).
- d) Students who are interested in graduating with honors should refer to the university catalog for minimum credits and gpa requirements.