



Office of the Dean • Graduate School-Newark
University Heights • Newark • New Jersey 07102-1801 • USA
Tel. 973/353-5834 • Fax 973/353-1191

Application for Transfer of Academic Credit/Professional Experience

INSTRUCTIONS: Complete this application form and submit it to your graduate program director, include either an official transcript or statement of professional experience.

PLEASE NOTE REQUIREMENTS OF TRANSFER: 1) unconditional admission; 2) a minimum of 12 credits of "B" or better grades at the Graduate School-Newark; 3) official transcript(s) of courses to be transferred; 4) transfer courses must be graduate level, "B" grade or better, and many not include work for a thesis, independent study, research or non graded course work; 5) transfer courses should have been taken within the past 6 years; 6) a maximum of 40% of your total required course work is transferable.

TO BE COMPLETED BY STUDENT:

Name ID # Date

Mailing Address City State Zip

Telephone: Home Work Date of Admission

Graduate Program Degree Sought No. Credits Completed GS-N

TRANSFER OF CREDIT (if additional space is needed, please attach sheet)

Table with 6 columns: UNIVERSITY, COURSE TITLE, COURSE NO., TERM TAKEN, CREDITS, GRADE

PROFESSIONAL EXPERIENCE no. of credits (please attach statement)

TO BE COMPLETED BY PROGRAM DIRECTOR AND FORWARDED TO THE OFFICE OF THE DEAN FOR FINAL APPROVAL.

I have reviewed the request and recommend the transfer of credit (s) of coursework professional experience.

Graduate Program Director Date

TO BE COMPLETED BY DEAN:

I approve do not approve the transfer of credit(s).

Graduate Dean Date

FOR DEAN'S OFFICE USE ONLY:

matric. comp. rec. GPA no. cr transferable no. cr. prev.trans.

(For MPA & Nursing, please indicate whether under the old or new curriculum)