



OFFICE OF GRADUATE STUDIES
**PRIOR APPROVAL REQUEST FORM
 FOR CREDITS TO BE TAKEN**

To complete this form for courses to be taken at another accredited institution of higher education, submit a copy of the course description to the Office of Graduate Studies, Fenster Hall, Suite 140. To complete the transfer process, an official transcript must be submitted to Graduate Studies upon completion of the course.

Name: _____ Address: _____ City, State, Zip: _____ Phone #: _____	Date of Request: _____ NJIT ID #: _____ Dept. or Prog: _____ Degree Level: _____ E-mail: _____
--	---

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/ REJECTED

GRADUATE PROGRAM ADVISOR APPROVAL

_____ Name	_____ Signature	_____ Date
<input type="checkbox"/> If rejected, provide reason: _____ _____		

GRADUATE STUDIES OFFICE APPROVAL

GSO Signature	Date
NJIT COURSE NUMBER	CREDITS

REGISTRAR OFFICE ACTION

Registrar Signature	Date
NJIT COURSE NUMBER	CREDITS
Student's Record has been amended	