



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, 323 Dr. M. L. King, Jr. Blvd., Newark, New Jersey 07102-1982. To complete the transfer process, an official transcript must be submitted to Graduate Studies upon completion of the course.

<b>Name</b> _____ <div style="display: flex; justify-content: space-around; font-size: small;"> <span>Last</span> <span>First</span> </div> <b>Phone #</b> _____ <b>E-mail</b> _____	<b>Date of Request</b> _____ <b>NJIT ID #</b> _____ <b>Program</b> _____ <b>Degree Level</b> _____
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**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
E-mail	Phone No.	
<input type="checkbox"/> <b>If rejected, provide reason:</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>	