



# Graduate Academic Policies and Procedures: Transfer Credit

## **TRANSFER OF CREDITS FROM OUTSIDE NJIT**

Transfer credits are calculated by NJIT according to the total number of instructional minutes earned at the other institution. The equivalent instructional minutes of a maximum of 9 credits of graduate work, taken within seven years, from accredited U.S. educational institutions may be transferred and applied to degree requirements at NJIT. Credits from educational institutions outside the United States (except Canada) cannot be transferred. On a case by case basis, up to 9 transfer credits may be considered for non-collegiate-based instruction after evaluation by the dean of graduate studies. The university does not grant transfer credit for work experience or other non-instructional activities.

Credits are transferred only if the courses were taken for full academic credit, were never applied to any other degree, and a final grade of at least B (3.0 GPA equivalent) was attained. In addition, the student's graduate advisor and the Office of Graduate Studies must agree that such courses directly relate to the student's program of study before they can be transferred.

Requests for transfer credit must be submitted on a form available from the Office of Graduate Studies, accompanied by course descriptions from the other educational institution. Students must also arrange for the other institution to send an official transcript to the Office of Graduate Studies at NJIT. Requests may be submitted and approved at any time but are not added to a student's record until matriculation is granted and one semester completed. Grades that are transferred will not be calculated in cumulative GPAs.

## **TRANSFER OF CREDITS WITHIN NJIT**

A student may transfer credits from one program to another program within NJIT under certain circumstances. This type of transfer requires consultation with the Office of Graduate Studies but does not require completion of a transfer credit form or submittal of NJIT transcripts.