

# Office of the Registrar Request for Undergraduate Transfer Credit

Student Name \_\_\_\_\_ Signature \_\_\_\_\_

E-mail Address \_\_\_\_\_

Date \_\_\_\_\_

Student I.D. \_\_\_\_\_

Credit by Transfer - Credit may be given for completed courses which are equivalent to those in the NJIT curriculum for which a student has been accepted and in which the final grade is at least a grade of "C" or 2.0 on a 4.0 grade scale. Additional requests for transfer credit will be evaluated by the department that offers the equivalent course after the initial transfer evaluation has been completed by the Office of The Registrar.

Advanced Placement - Admitted students may receive advanced placement credit based upon their scores on the College Board Advanced Placement Program. Students must arrange to have a Grade Report issued by the College Board send to the Registrar's office.

Credit by Examination - Admitted students may be granted credit for courses by successfully passing a departmental examination to demonstrate proficiency in a subject area. Interested candidates should contact the Counseling Center for further information (973) 596-3414.

College Level Examination Program (CLEP) - Applicants may be granted course credit for non-traditional college education such as independent studies or job-related experiences by successfully passing appropriate CLEP Subject Examinations. Interested candidates should contact the Counseling Center for additional information (973) 596-3414.

## Request for Additional Transfer Credit

### Transfer Course

Course I.D. D.	Title	NJIT Credits	Equivalent School	Grade	Course I.
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
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Evaluator's Signature \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_

This form must be submitted to the NJIT Registrar along with a catalog description of the course/s. An official transcript must also be sent to:

NJIT Registrar  
[Transfer Evaluator](#)  
University Heights  
Newark, NJ 07102-1982

Upon receipt of this form and an official transcript, credit will be evaluated by the academic department that offers the equivalent NJIT course. You will be notified by E-mail when the course has been reviewed by the academic department. Please allow a minimum of two weeks after receipt of all relevant information.