

Transfer Course Planning Form

Kent State University

Student ID# _____

Date _____

This form is for the use of Kent State University active undergraduate students who wish to enroll in coursework at another college or university to be transferred back to Kent State University. Students must meet with their Academic/Faculty Advisor to complete this form.

Part A Student Information *Students must fill all items listed in bold.*

STUDENT NAME (First, Last) _____ **Phone ()** _____ **Email Address** _____ **@kent.edu**

STUDENT'S COLLEGE: _____

Major(s): _____

Minor: _____

Current Completed Credit Hours: _____

Overall GPA: _____

Major GPA: _____

Applied for Graduation? ☐ No ☐ YES for term: _____

Campus where transcript will be mailed: _____

(ex: Kent, Ashtabula, E Liverpool, Geauga, Trumbull, Salem, Stark, Tuscarawas, Office of Global Education)

Is this **Study Abroad** Coursework? If yes, fill in the following info:

***Estimated credits to be entered below*

Estimated Start Date: _____

Office of Global Education representative approval

Part B Transfer School Information *Students must fill all items listed in bold. School Codes can be found next to institution name on Transfer Guide at www.kent.edu/transferguide*

Transfer School Name _____ **City** _____ **State/Country** _____ **School Code** _____

Course(s) must be taken from a regionally accredited institution. (verify at <https://ope.ed.gov/accreditation>) **School Calendar:** ☐ Semesters ☐ Quarters ☐ Other _____

Part C Course *Students must fill all items listed in bold.*

Planning Information for term of: _____ (one form per term, print multiple pages if more space needed)

Transfer School			Kent State University				
Course Subject/Number At Transfer Inst	Transfer Course Title	Credit Hours	Equivalent Subject/Number (ex: ENG2X= Elec)	On Transfer Guide*, Waiting Review‡ or Taking as Elective	KSU Prerequisite(s) for Planned Course	Kent Core Area (ex: KSS, KFA)	Estimated KSU crd (OGE Use)
Ex: MATH 101	Algebra 1	3	MATH 11010	On Transfer Guide	Placement test	K/MCR	

*Please attach any supporting documentation, emails, forms or screenshots as needed before submitting to transient@kent.edu. Advisors should use Part D to specify any special instructions for the student.

‡Courses not on the Transfer Credit Guide will need to be submitted for equivalency review to creditreview@kent.edu if student wishes to use the course as a Kent State equivalent course number.

TCPF Version 11.29.2021

Student ID# _____

Date _____

Part D Advisor Review

Advisor Printed Name _____ Advisor Email _____ Advisor Phone _____

Note any concerns about enrolling in transfer coursework: _____

I have reviewed with the student:

- _____ The [University Transfer Policy](#), including transferability of courses such as developmental/remedial coursework
- _____ Program requirements as they relate to the transfer course(s)
- _____ Impact on future registration at the next class level and if the transfer course is a prerequisite for a Kent State course
- _____ Impact if transfer credit hours are different from Kent State equivalent credit hours
- _____ The need for a GPS exception, if necessary
- _____ That a copy of the completed form will be given to the student for their use and for the transferring institution's use if requested by the student

Advisor Signature _____ Date _____

Part E Student Review

I have reviewed university, college, program requirements the transfer credit policy and by my initials below, I understand that:

- _____ Transfer grades do not impact the Kent State GPA but may be used in determining admission to, progression in and graduation from an academic program.
(For this reason, it is preferred that students are in good academic standing at Kent State and in their academic program.)
- _____ Courses repeated at another institution do not forgive graded coursework at Kent State.
- _____ Minimum grades for progression and graduation for specific programs must be met.
- _____ It is preferred that students satisfy prerequisite requirements at Kent State prior to taking coursework at another institution. Keep in mind the other institution may enforce their own prerequisites.
- _____ Future registration at Kent State may be affected if the transfer course is a prerequisite for another Kent State course.
- _____ Class standing at Kent State is impacted during the semester when the transfer coursework is posted to student record.
- _____ Transfer credits can affect a student's future financial aid eligibility because they are included in the student's overall attempted hours, repeat coursework, and remedial coursework evaluations.
- _____ An Ad Hoc Consortium Agreement must be submitted to the Student Financial Aid Office if I am applying to receive financial aid during the term I will be attending the other institution.
- _____ The Transfer Course Plan is valid for one term only (quarter, semester, etc.) or one academic year for year-long education abroad/away opportunities.
- _____ Taking transfer coursework during the last semester is discouraged because it may delay my graduation.
- _____ Study Abroad Students: Any changes in registration must be communicated to the Office of Global Education, as changes in registration (including dropping/adding courses or changes in instruction format) could affect eligibility and financial aid.

By my signature below, I understand I am responsible for requesting that the transfer institution send an official transcript to the admissions office of the Kent State campus enrolled and if I chose to take the course during my last semester, I understand that the transcript must reach Kent State by the deadline for conferring graduation.

Student Signature _____ Date _____

TCPF Version 11.29.2021

*Please attach any supporting documentation, emails, forms or screenshots as needed before submitting to transient@kent.edu. Advisors should use Part D to specify any special instructions for the student.

‡Courses not on the Transfer Credit Guide will need to be submitted for equivalency review to creditreview@kent.edu if student wishes to use the course as a Kent State equivalent course number.