KENT STATE UNIVERSITY
REQUEST FOR TRANSFER OF GRADUATE CREDIT*

This is to request a transfer of credit for ____________________________
(Student’s Name)

________________________
(Student Number)

I have examined the student’s record and certify that the courses requested for transfer meet the following regulations as specified by Kent State University.

1. A maximum of eleven semester-hours of credit may be accepted by transfer toward a master’s degree from accredited institutions offering the master’s degree. An “accredited” institution is one that is approved or accredited by the appropriate regional accrediting agency (e.g., North Central Association for graduate-level work);

2. A master’s degree and eleven semester-hours or a maximum of forty-three semester-hours may be accepted by transfer toward the doctorate from accredited institutions;

3. Graduate credit was received from the institution where the work to be transferred was taken;

4. The work was of “A” or “B” quality;

5. The credit is less than six (nine) years old at the time of the master’s (doctoral) degree is conferred at Kent State University;

6. The work fits into the program;

7. The student’s adviser, department graduate committee and college or independent school approves.

An official transcript showing the courses requested for transfer from ____________________________ (Name of Institution) is attached, and these courses are also listed below:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Semester Hours</th>
<th>When Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

__________________________
Signature, Coordinator of Graduate Studies, Chair or Director

__________________________
Date

__________________________
Signature of Dean of College or Independent School

__________________________
Date

*Only for Students Actively Pursuing a Graduate Degree at Kent State University

cc: Registrar
    Dean
    Dept/School
    Student