

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: _____	Special Program: Study Away Nat'l Student Exchange Education Abroad	
Major(s): _____	*Copy to be kept on file with special program if applicable	
Minor: _____	Campus where transcript will be sent: _____ (ex: Kent, Ashtabula, E Liverpool, Geauga, Trumbull, Salem, Stark, Tuscarawas, Office of Global Education)	
Current Completed Credit Hours: _____		
Overall GPA: _____		
Major GPA: _____		
Applied for Graduation? <input type="checkbox"/> No <input type="checkbox"/> YES for term: _____		

Part B Transfer School Information *Students must fill all items listed in bold.*

Transfer School Name _____	City _____	State/Country _____	School Code _____
Course(s) must be taken from a <u>regionally accredited</u> 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 Course Subject/Number	Transfer Course Title	Credit Hours	KSU 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)
<i>Ex: MATH 101</i>	<i>Algebra 1</i>	<i>3</i>	<i>MATH 11010</i>	<i>On Transfer Guide</i>	<i>Placement test</i>	<i>KMCR</i>
<i>Ex: HIS 205</i>	<i>History of Basket Weaving</i>	<i>3</i>	<i>HIST 2X000</i>	<i>Elective</i>		

*Please attach any supporting documentation, email communication, forms or screenshots as needed. 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 mlsommer@kent.edu if student wishes to use the course as a Kent State equivalent course number.

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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.

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 _____

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