Transfer Course Planning Form  
Kent State University

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.

<table>
<thead>
<tr>
<th>STUDENT NAME (First, Last)</th>
<th>Phone ( )</th>
<th>Email Address <a href="mailto:___________________@kent.edu">___________________@kent.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT'S COLLEGE:</td>
<td></td>
<td>Special Program: Study Away</td>
</tr>
<tr>
<td>Major(s):</td>
<td></td>
<td>Nat'l Student Exchange</td>
</tr>
<tr>
<td>Minor:</td>
<td></td>
<td>Education Abroad</td>
</tr>
<tr>
<td>Current Completed Credit Hours:</td>
<td></td>
<td>*Copy to be kept on file with special program if applicable</td>
</tr>
<tr>
<td>Overall GPA:</td>
<td></td>
<td>Campus where transcript will be sent:</td>
</tr>
<tr>
<td>Major GPA:</td>
<td></td>
<td>(ex: Kent, Ashtabula, E Liverpool, Geauga, Trumbull, Salem, Stark, Tuscarawas, Office of Global Education)</td>
</tr>
<tr>
<td>Applied for Graduation? No □ Yes for term:______</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course(s) must be taken from a regionally accredited institution. (verify at <a href="https://ope.ed.gov/accreditation">https://ope.ed.gov/accreditation</a>)</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Calendar: Semesters __________ Quarters ______ Other ______</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Planning Information for term of:</th>
<th>(one form per term, print multiple pages if more space needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer School Course Subject/Number</td>
<td>Transfer Course Title</td>
</tr>
<tr>
<td>Ex: MATH 101</td>
<td>Algebra 1</td>
</tr>
<tr>
<td>Ex: HIS 205</td>
<td>History of Basket Weaving</td>
</tr>
</tbody>
</table>

*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 mlisommer@kent.edu if student wishes to use the course as a Kent State equivalent course number.
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 __________________

Student ID# ______________________ Date_______________________

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