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 @kent.edu</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT’S COLLEGE:</td>
<td></td>
<td>Special Program:</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?</td>
<td>No</td>
<td>Yes for term:</td>
</tr>
</tbody>
</table>

Part B Transfer School Information

Students must fill all items listed in bold.

<table>
<thead>
<tr>
<th>Transfer School Name</th>
<th>City</th>
<th>State/Country</th>
<th>School Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>)</td>
<td>School Calendar:</td>
<td>Semesters</td>
<td>Quarters</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Transfer School Course Subject/Number</th>
<th>Transfer Course Title</th>
<th>Credit Hours</th>
<th>KSU Equivalent Subject/Number (ex: ENG2X= Elec)</th>
<th>On Transfer Guide*, Waiting Review or Taking as Elective</th>
<th>KSU Prerequisite(s) for Planned Course</th>
<th>Kent Core Area (ex: KSS, KFA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex: MATH 101</td>
<td>Algebra 1</td>
<td>3</td>
<td>MATH 11010</td>
<td>On Transfer Guide</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ex: HIS 205</td>
<td>History of Basket Weaving</td>
<td>3</td>
<td>HIST 2X000</td>
<td>Elective</td>
<td></td>
<td></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 mlsommer@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** ____________________________

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