



Stevens Institute of Technology  
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 FAX 201.216.8030  
**Office of the Registrar**  
 registrar@stevens.edu  
 http://www.stevens.edu/registrar

## Application for Transfer Credit

**Check One:**

The student below has our permission to take the course(s) listed below at your institution and will be given credit for the course(s) towards a degree at Stevens Institute of Technology if a minimum grade of **C**, for courses being applied to an undergraduate degree, or **B**, for courses being applied to a graduate degree, is received. The student must request that an official transcript be sent directly to Stevens' Office of the Registrar upon completion of these courses.

The student below has taken the course(s) listed below prior to or while attending Stevens and wishes to apply the course(s) towards a degree at Stevens if a minimum grade of **C**, for courses being applied to an undergraduate degree, or **B**, for courses being applied to a graduate degree, has been received. An official transcript must be sent directly to Stevens' Office of the Registrar.

Name: \_\_\_\_\_

Student Identification No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Department: \_\_\_\_\_

Major/Concentration: \_\_\_\_\_

Degree: \_\_\_\_\_

Course Number	Course Name	Institution	Date/Term	# of Credits	Grade	Stevens Equivalent	Faculty Signature *	Approval Method **
								<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
								<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
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								<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
								<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3

\* Department chair or other authorized faculty member within department

\*\* Approval Method: Course approved by consulting with (1) catalog description, (2) course syllabus, (3) other (specify): \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

DEAN OF UNDERGRADUATE ACADEMICS (UNDERGRADUATE STUDENTS)/DEAN OF GRADUATE ACADEMICS (GRADUATE STUDENTS) \_\_\_\_\_

DATE \_\_\_\_\_

REGISTRAR'S OFFICE \_\_\_\_\_

DATE \_\_\_\_\_

#### INSTRUCTIONS:

1. Complete the Application for Transfer Credit form, printing or typing the course number and course name as used by the school at which you will take/have taken the course(s), as well as the number of credits. If a grade has been received, include the grade.
2. Indicate the Stevens equivalent or in lieu of course number. **Consult with the department chair or other authorized faculty member for approval of the equivalence.** A course description from the college's catalog or a syllabus will probably be needed to ascertain equivalence.
3. This form must be forwarded to the Dean of Undergraduate Academics' Office (for undergraduates) or the Registrar's Office (for Graduates) for approval.
4. An official transcript of this work must be sent directly to the Registrar at Stevens upon completion of the course work. If the transcript has been submitted to Admissions, please note that to the Registrar.
5. If, for some reason, you do not take this course, notify the Stevens' Registrar to cancel this application.

#### ADDITIONAL INFORMATION:

1. Courses attempted for transfer credit after enrollment at Stevens has begun should be approved before they are taken. For undergraduates, approval of transfer credit is usually part of the admissions process. For graduates, approval of transfer credit is done at the time the Study Plan is approved. Usually, only a maximum of two undergraduate courses may be transferred in for one summer session.
2. Your enrollment form is not affected by an application for Transfer Credit. Any adjustments needed to your enrollment at Stevens because of courses taken (or not taken) at other colleges must be made separately with a change of enrollment form or via Web for Students (<http://www.stevens.edu/es/student>).
3. A minimum grade of **C (2.0/4.0)**, for courses being applied to an undergraduate program, or minimum grade of **B (3.0/4.0)**, for courses being applied towards a graduate program, is required for transfer credit. Courses taken on a Pass/Fail basis are **not** acceptable. If the course at Stevens includes a laboratory session, then a laboratory must also be taken. Only graduate courses may be transferred towards a graduate program. Courses transferred to a graduate program must have not been used towards another degree.
4. The maximum number of credits that can be transferred are as follows:
  - a. For undergraduates, Stevens' residency requirements state you must have taken a minimum of 50% of your credits here at Stevens and at least 5 of your junior/senior technical electives at Stevens.
  - b. For graduates pursuing a Graduate Certificate, a maximum of 1 course, for 3 credits, can be transferred.
  - c. For graduates pursuing a Master's degree, a maximum of 3 courses, for 9 credits, can be transferred to a School of Engineering or School of Sciences and Arts Master's program or a maximum of 4 courses, for 12 credits, can be transferred to a School of Technology Management Master's program.
  - d. For graduates pursuing an Engineer Degree or Ph.D., a prior Master's degree automatically transfers as 30 credits towards the degree. Up to 1/3 of the remaining course (non-research) credits may be transferred, with the approval of the thesis/project advisor.
5. Courses taken at other colleges for transfer credit must be substantially equivalent to the academic work required of you at Stevens. Some departments may have additional restrictions.
6. Policies on Humanities transfer credit (undergraduates only):
  - a. Matriculated students may receive a maximum of 6 transfer credits (2 courses) toward the B.E. or B.S. for study at other institutions.
  - b. Courses at 2 year colleges (i.e. Junior Colleges and Community Colleges) may only be transferred to replace Freshmen and Sophomore level courses at Stevens. Such transfer credit must be for courses comparable to the Freshmen/Sophomore sequence (i.e. Groups A & B) or closely equivalent to a course in one of the sequences offered at Stevens.
  - c. Courses offered for transfer credit must meet a minimum of 36 hours per 3 credits. In summer sessions of less than 10 weeks, only one Humanities courses may be taken for transfer credit, except to make up a course that the student has failed.
  - d. Transfer credit will not be granted for non-academic courses such as workshop, tour, studio, practicum, etc.
7. Previous applications for transfer credits do not obviate the need for attendance in summer session for different courses subsequently required by the Faculty Committee on Promotions (undergraduates only).