

## 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.*

<b>STUDENT NAME (First, Last)</b> _____	<b>Phone ( )</b> _____	<b>Email Address</b> _____ <b>@kent.edu</b>
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: _____	<b>Campus</b> 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.*

<b>Transfer School Name</b> _____	<b>City</b> _____	<b>State/Country</b> _____	<b>School Code</b> _____
Course(s) must be taken from a <u>regionally accredited</u> institution. (verify at <a href="https://ope.ed.gov/accreditation">https://ope.ed.gov/accreditation</a> )			
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)
Ex: MATH 101	Algebra 1	3	MATH 11010	On Transfer Guide	Placement test	KMCR
Ex: HIS 205	History of Basket Weaving	3	HIST 2X000	Elective		

\*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](mailto:mlsommer@kent.edu) if student wishes to use the course as a Kent State equivalent course number.

Student ID# \_\_\_\_\_

Date \_\_\_\_\_

## 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 \_\_\_\_\_

\*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](mailto:mlsommer@kent.edu) if student wishes to use the course as a Kent State equivalent course number.



## TRANSFER COURSE PLANNING FORM (TCP FORM)

### DEAN'S REPRESENTATIVE CHART:

Academic College	Dean's Rep.	Title	Address	Phone	Email
Arts and Sciences	Erin Lawson	Academic Advisor	105 Bowman Hall	330-672-2062	elawson1@kent.edu
Arts and Sciences	Heather Eaves	Academic Advisor	105 Bowman Hall	330-672-2062	heaves1@kent.edu
Arts and Sciences	Paula Konz	Academic Advisor	105 Bowman Hall	330-672-2062	pkonz@kent.edu
Business	Julie Lanz	Academic Advisor	300E BSA	330-672-1280	jlanz1@kent.edu
Business	Theresa Wallace	Academic Program Director	300E BSA	330-672-1292	twallace@kent.edu
CCI	Sara Morato Sobeh	Advising/Ed Abroad Coordinator	Art Bldg	330-672-7856	smoratoq@kent.edu
Arts - Art	Maria Robertson	Academic Advisor	211 Art Bldg	330-672-1363	mrobert9@kent.edu
Arts - Architecture, Arch. Studies, ID	Amanda Mullett	Academic Advisor	202C Taylor Hall	330-672-2780	amullett@kent.edu
Arts - Fashion Design or Merchandising	Millie Ott	Academic Advisor	226 Rockwell Hall	330-672-0195	mtherrie@kent.edu
Arts - Music, Theatre, Dance	Contact your Academic Advisor				
Architecture & Environmental Design	Ben Stenson	Academic Advisor	202 Taylor Hall	330-672-2780	bstenson@kent.edu
EHHS	Chris Connors	Senior Advisor	304 White Hall	330-672-2862	mconnor1@kent.edu
CAEST	Lawrence Epps	Senior Advisor II	127 Aero and Tech	330-672-9989	leppe@kent.edu
CAEST	Michael Gershe	Senior Advisor II	127 Aero and Tech	330-672-2894	mgershe@kent.edu
Nursing	Curtis Good	Assistant Dean	216 Henderson Hall	330-672-9972	cjgood@kent.edu
University College	Nicole Kotlan	Director of Exploratory Advising	CUE, Suite169	330-672-0949	nkotlan@kent.edu
Public Health	Jennifer Miller	Assistant Dean	126 Lowry Hall	330-672-6245	jlnoble@kent.edu
School of Digital Sciences	Kay Levandowski	Asst. Director-Advising	236 Math & Sci. Bldg.	330-672-9069	klevand1@kent.edu
KENT STATE STARK CAMPUS	Sarah Schmidt	Outreach Program Coordinator	Main Hall 113K	330-499-9600	sschmi16@kent.edu

Contact a Dean's Representative for your respective Academic College in order to arrange an appointment to review your Course Planning Form (TCP Form) and to acquire a signature for *Part D* of the TCP Form. Once you complete the TCP Form, return the form via one of the following ways:

- EMAIL: [edabroad@kent.edu](mailto:edabroad@kent.edu)
- IN-PERSON: Office of Global Education | Van Campen Hall 106, Kent Campus

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