A student wishing to get credit for a Stevens course by taking the course at another school should get an Application for Transfer Credit from the Registrar's Office and bring it, together with a course description for the course at the other school, to the appropriate academic department for approval by a faculty member (for the list of faculty contacts who review the Application for Transfer Credit click here). The form then needs the signature of either Dean Russ, Dean Cesmebasi, Dean Dice, or Dean Tamna, and is returned to the Registrar's Office. When the student completes the course at the other school, he/she should have an official transcript sent to Stevens. A grade of C or better is required for the course to be acceptable for transfer for an undergraduate degree. While at Stevens, students may transfer in no more than two humanities courses from U.S. colleges and upper level humanities can only be transferred from four year colleges. Students can transfer in at most 50% of their required graduation credits; to get a Stevens degree, at least 50% of the required graduation credits must be taken at Stevens.

Grades from a course taken at another school are not recorded or used in computing a student's GPA. The only exception to this occurs when a student receives transfer credit for a course the student has attempted at Stevens previously. In this case, a grade of C is used for that course in the student's GPA computation regardless of the actual grade received either at Stevens or at the other school.

11/5/14 Rev.