



Rensselaer

Incoming Freshmen Transfer Credit Procedure

To obtain credit for courses taken at other colleges and universities, please follow this procedure:

1. Send copies of the course descriptions of the courses you've completed or are completing this semester to the Student Records and Financial Services (SR & FS) Office. Write your name and Social Security Number on all copies. Course descriptions are usually found in university catalogs. Many colleges now provide this information on their web site. As soon as we have the course descriptions, we will send them to the appropriate department(s) for evaluation.
2. Ask your high school principal or guidance counselor to fill out the statement below certifying that the course(s) you've completed (or are taking) are not needed for your high school diploma. Return this statement to the SR & FS Office also.
3. If you have already completed the coursework that you will transfer, you should forward the descriptions, statement form, and transcripts to us immediately. For courses that you are still completing, send the course descriptions and statement form immediately to initiate the departmental evaluation, and you can forward the transcript to us later when it becomes available.
4. Once the transfer credit evaluations come back to us from the department and we have received both an official transcript from the college attended and the statement from you high school, we will notify you of credits you will receive. Your notification will be a copy of the signed evaluation form.

You must earn a C grade or better to be awarded transfer credit. All transcripts, course descriptions, and statement forms should be mailed to the Office of SR & FS, Academy Hall 2000 Level, Rensselaer Polytechnic Institute 110 8th Street Troy, NY 12180-3590.

It is important to note that only 8 credits of the H&SS Core Curriculum can be brought in to Rensselaer either through transfer of credits or through Advanced Placement exams. Sixteen hours of the core must be completed at Rensselaer. Effective as of Fall 2000, all students entering as a freshmen may transfer up to two Science courses (up to 8 credit hours) towards satisfying their Science core requirement. Students who have Advanced Placement or who have the International Baccalaureate may be granted credit for their mathematics and science courses depending on their scores.

***Transfer credit will be forfeited if a student takes an equivalent Rensselaer course.**

If you have any questions about transferring credits, please contact Kim Tobio in the Registrar's Office at (518) 276-6299 or at tobiok@rpi.edu. If you need additional copies of this form, go to: <http://www.rpi.edu/dept/srfs/forms.html>.

Keep top portion for your records

Send bottom portion to your high school

(Date)

_____ has requested Rensselaer academic
(Name of Student) (RIN #)
 credit for _____ taken while a student at _____ and
(Number and Name of course) (Name of Preparatory or High School)
 supervised or sponsored by _____. It is Rensselaer's policy to only transfer credit for
(Name of College or University)

college courses taken while in high school if these courses were not used in obtaining the high school diploma. Please indicate by entering a check in the appropriate blank whether the course **was used, or was not used**, to obtain the high school diploma.

_____ The course **was used** to obtain the high school diploma.

_____ The course **was not used** to obtain the high school diploma.

(Signature and Title of the High School Official)

TO BE RETURNED TO: Office of SR&FS Academy Hall 2000 Level Rensselaer Polytechnic Institute 110 8 th Street Troy, N.Y. 12180-3590 Fax (518) 276-6180
