

script at the end of the current semester to the Office of Transfer Admissions. After the final course evaluation is made, the credit hours will be posted on the student's permanent record. No grade is given for accepted courses, nor are these courses included in calculating the GPA.

Undergraduate Transfer Credit

Subject to specific approval, academic credit for courses taken at another college or university may be transferred to Rensselaer. For information on additional requirements for transferring Humanities and Social Sciences credits or Science credits, refer to the individual school's section of this catalog. Rensselaer students taking courses at other institutions should follow the following procedures.

The Transfer Credit Approval form, which can be obtained in the Registrar's Office, should be used for approval of all transfer credit granted. Equivalent "A," "B," or "C" grade work is required for transfer credit.

Students desiring to take course work at other institutions should obtain approval prior to enrollment at that institution. Transfer credit cannot be guaranteed unless prior approval is obtained, since unapproved courses may not be equivalent to Rensselaer courses. In addition, many institutions require proof of prior approval before allowing a visiting student to register.

Students desiring transfer credit must have the registrar of the other institution forward an official transcript and course descriptions (or the student may submit copies of catalog course descriptions) to the Rensselaer Registrar's Office. When the Transfer Credit Approval form, the official transcript, and course descriptions are received, the Registrar's Office will forward the material to the appropriate departments for their review (if approval was not previously obtained). Final grades will be checked for courses previously approved, and if at least a "C," credit can be given directly. A student who repeats at another college a course failed at Rensselaer may be required by the department at Rensselaer to pass an examination.

The institute requires a degree candidate's last 30 credits in courses to be completed on this campus or through a program formally recognized by the Institute. Transfer courses are limited to two courses or eight credits counting toward the student's last 30 credits and require approval of the director of the Advising and Learning Assistance Center.

A student transferring back to Rensselaer who now holds an associate's degree and who formerly was a Rensselaer matriculating student may begin a new cumulative GPA subject to the approval of the director of the Advising and Learning Assistance Center. His or her former Rensselaer courses will still appear on the permanent record but will not be calculated in the new GPA.

Credit by Validation Exam

Academic credit for college-level proficiency may, in special cases, be established for formal study done in other than an accredited institution by validation exam. Only full-time students are eligible. A written statement submitted to the registrar detailing the basis of their experience is required. A student must obtain approval from the registrar and the adviser or department head in the area concerned. Validation examinations are not permitted for courses previously failed or audited. A fee is charged for each examination taken. Students should check with the Registrar's Office for procedures and appropriate forms.

Graduate Credit by Transfer and Examination

Credit for graduate work completed at other accredited institutions may be offered in partial fulfillment of the requirements for a degree at Rensselaer when the work is appropriate to the student's program. As a rule, this work will have been earned prior to admission at Rensselaer. Students already enrolled at Rensselaer who wish to take courses elsewhere must obtain the prior approval of his or her adviser and the Dean of Graduate Education.

Because the residence requirement for the doctor's degree is 45 credit hours beyond the master's degree, not more than 45 credit hours may be transferred toward the doctorate.

Double counting credits for multiple degrees is subject to approval by all departments.

Application for the transfer of credit must be made to the student's department. The department is responsible for evaluating course work taken elsewhere and reporting allowable transfer credit to the registrar on the transfer credit approval form. Courses taken elsewhere and approved for transfer to Rensselaer must be taken at the graduate level and have a grade of "B" or better to be approved. They are not considered in computing the B average requirement.

A student who obtains the approval of his or her adviser and the Dean of Graduate Education to work elsewhere while already enrolled at Rensselaer must apply for transfer of credits as soon as the credit has been earned. Transfer of Credit forms may be obtained from the Registrar's Office.

Academic credit for college-level proficiency may, in special cases, be established for formal study done in other than an accredited institution by validation exam. A student must obtain approval from the registrar and the adviser or department head in the area concerned. A fee is charged for each examination taken. Students should check with the Registrar's Office for procedures and appropriate forms. Normally a validation exam is used to satisfy a specific course requirement, thereby allowing the student to replace the required course with an appropriate elective on his or her Plan of Study. Credits earned by validation exam may not be used to satisfy residence requirements.

A graduate student who has taken courses at Rensselaer as a special nondegree student may transfer to a degree program a maximum of 12 credits earned in that status. If a student has taken a graduate credit course while an undergraduate, received a grade of B or better, and did not use the credit to fulfill the requirements for the bachelor's degree, he or she may request, through the faculty adviser, that the Office of Graduate Education count the credit toward the requirements for an advanced degree.

Class Attendance and Examinations

Attendance Requirements

The academic department concerned generally determines requirements for class attendance. Each instructor must make these requirements clear at the beginning of the course, and the student has to abide by them. If the instructor does not inform the class of the attendance policy, the class should ask for a statement of the policy.

The instructor maintains the academic standards held to by Rensselaer. The instructor who defers a class or changes his or her class schedule for any reason is still responsible for arranging for the work that is missed. The entire class must agree with any change in a class meeting schedule or final exam schedule.

When an instructor finds a student's attendance unsatisfactory, the student may be referred to the dean of students for counseling.

A student who is a member of an authorized team or organization for which events are scheduled is excused from class attendance during the time actually spent away from the campus or during the hours of the events on campus. The student still has to complete the work that is missed. A student admitted to Samaritan Hospital will, upon request, receive a written excuse from the medical director.

Because Rensselaer is a nondenominational university that welcomes all faiths, the decision regarding absence from classes and laboratories on religious holidays is left to the individual. In the case of conflicts between the university calendar and an individual's beliefs, students, faculty, and administrative staff will make arrangements to assure that religious participation is not restricted.