

**STUDY ABROAD TRANSFER CREDIT APPROVAL FORM
FOR SCHOOL OF ENGINEERING MAJORS ONLY**

Office of the Registrar

Print Name _____
 Expected Rensselaer Graduation Date: _____/_____/_____
 (month) (year)
 Term you entered RPI: Fall Spring Summer Year: _____
 Major(s) _____

RIN # _____
 E-mail Address: _____@rpi.edu
 Study Abroad Program/Institution _____
 Semester(s) Abroad: _____ / _____
 Fall or Spring/Year
 Is this an affiliated program? Yes ___ No ___
 (visit www.undergrad.rpi.edu for a list of affiliated programs)

Please read the following instructions before completing this form:

1. Effective Fall 2010, all entering freshmen:

- May transfer a maximum of 32 credits, (this also includes Advanced Placement credits, up to 16 transfer credits from Non-Affiliated Study Abroad programs or other equivalent credit).

2. All Students:

- No more than 8 credit hours of HASS courses or Advanced Placement credits may be transferred toward the HASS Core Requirement.
- Students must earn equivalent the equivalent of a C- or better to transfer credit. A study abroad course may not be taken as pass/fail.
- No grade is shown on the Rensselaer transcript for study abroad credits. They are NOT included in your quality point average, but they ARE included in the earned hours total.
- A student who repeats at another institution a course that he/she failed at Rensselaer may be required by his/her department at Rensselaer to pass an examination before transfer credit is approved.

3. Students participating in Non-Affiliated semester study abroad programs:

- No more than two Science courses (max of 8 credits total) toward satisfying their Science Core Requirement.
- Have the college send an Official Transcript directly to the Rensselaer Registrar's Office, Academy Hall 2000 level, 110 8th St, Troy, NY 12180-3590.
- Must obtain the approval of the Advising and Learning Assistance Center if the courses you wish to transfer are part of the last 30 credits of your undergraduate degree.

4. Submit this completed form to the Office of International Programs, Academy Hall, suite 4226, and keep a photocopy for your own records.

In the space below, please indicate the course(s) you are planning to take while abroad. Indicate whether each course appears on the Study Abroad Equivalencies list on SIS. All courses not in SIS must be evaluated by the corresponding Study Abroad Transfer Credit Approval Evaluator. Your overall plan of study must be approved by the Study Abroad Transfer Credit Approval Evaluator in your major department and by the SoE Associate Dean of Undergraduate Studies. A complete list of evaluators is on the reverse of this form. Please use as many forms as necessary to have additional courses evaluated.

| Course Number | Course Title | Semester Credit Hours | Course listed on SIS Study Abroad Equivalencies? Y/N | Transfer Credit Approval Evaluator (Signature is required only if the course does NOT appear in SIS Study Abroad Equiv.) |
|-----------------------|--------------|-----------------------|--|--|
| Study Abroad Class | | | | Name |
| Rensselaer Equivalent | | | | Signature |
| Study Abroad Class | | | | Name |
| Rensselaer Equivalent | | | | Signature |
| Study Abroad Class | | | | Name |
| Rensselaer Equivalent | | | | Signature |

Study Abroad Transfer Credit Approval Evaluator for major department (see list on reverse side):

 Printed Name Signature Date
Associate Dean of Academic Affairs (JEC 3018)

 Signature Date
If participating in a Non-Affiliated program and transfer course is part of last 30 credits:
 Advising & Learning: _____
 Assistance Center, Academy Hall; suite 4226 (Signature) Date

STUDY ABROAD TRANSFER CREDIT APPROVAL EVALUATORS

To the Student:

The faculty and academic advisors listed below are responsible for approving the transfer of credit for study abroad students. If the courses are not on the pre-approved list on SIS, you should provide these individuals with descriptions of the course(s) that you wish to take overseas, as well as with a list of the corresponding Rensselaer courses for which you would like to be granted credit. A completed and signed Study Abroad Transfer Credit Approval Form (available from the Registrar's Office or the OIP website) must accompany your study abroad application. Please note that the transfer of credit does not occur until an official transcript is received from the host institution. A grade of **C-** or better must be achieved in order to receive Rensselaer credit. Classes taken abroad may not be on a pass/fail basis.

Note to SoE Students: Signatures for all engineering courses are required from the Evaluator in your major department and the SoE Associate Dean for Undergraduate Studies, JEC 3018. A signature from your Academic Advisor is *not* necessary.

| <u>DEPARTMENT</u> | <u>EVALUATOR</u> | <u>CAMPUS LOCATION</u> | <u>CONTACT INFORMATION</u> |
|--|--------------------------------|---------------------------|--|
| Architecture | Ms. Lecia O'Dell | 103 Greene | odelll@rpi.edu |
| Biology | Professor Harry Roy | 3C07 Science Center | royh@rpi.edu |
| Biology (Accelerated Physician-Scientist Prog.) | Professor Harry Roy | 3C07 Science Center | royh@rpi.edu |
| Biochemistry/ Biophysics | Professor Harry Roy | 3C07 Science Center | royh@rpi.edu |
| Bioinformatics & Molecular Biology | Professor Harry Roy | 3C07 Science Center | royh@rpi.edu |
| Business & Management | Ms. Beth Ann Macey | 3210 Pittsburgh | maceyb2@rpi.edu |
| Computer Science | Mr. David Goldschmidt | 209 Lally | goldschmidt@gmail.com |
| Chemistry | Prof. Ron Bailey | 117 Cogswell | bailer@rpi.edu |
| Engineering | | | |
| BME | Prof. Uwe Kruger | JEC 7 th Floor | krugeu@rpi.edu |
| CBE | Prof. Joel Plawsky | Ricketts 122 | plawsky@rpi.edu |
| CEE | Prof. Michael O'Rourke | JEC 4046 | orourm@rpi.edu |
| ECSE | Mr. David Nichols | JEC 6046 | Nichols@ecse.rpi.edu |
| ISE (DSES) | Professor Bill Foley | 5211 LOW | foleyw@rpi.edu |
| MANE | Assoc. Dean Matt Oehlschlaeger | JEC 3018 | oehlsm@rpi.edu |
| MSE | Prof. Daniel Gall | 204 MATLS | galld@rpi.edu |
| Earth & Environmental Science | Prof. Frank Spear | 1W04 Science Center | spearf@rpi.edu |
| Environmental Science | Prof. Richard Bopp | 369 MATLS | boppr@rpi.edu |
| Humanities, Arts & Social Sciences | Professor Michael Kalsher | 4302 Sage | kalshm@rpi.edu |
| Information Technology & Web Sciences | Ms. Linda Kramarchyk | 202 Lally | kramal@rpi.edu |
| Math | Prof. Harry McLaughlin | 333 Amos Eaton | mclauh@rpi.edu |
| Physics | Prof. Peter Persans | 1C10 Science Center | persap@rpi.edu |