

**TRANSFER CREDIT APPROVAL FORM FOR SEMESTER/FULL-YEAR STUDY ABROAD PROGRAMS  
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](http://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, Walker Lab Room 4102, and keep a photocopy for your own records.**

In the space below, please indicate the course(s) you are planning to take abroad. Indicate whether the courses appear on the REACH Transfer Equivalencies list on SIS. Courses not in SIS must be approved by the Study Abroad Transfer Credit Approval Evaluator in your major department. Your overall plan of study must be approved by the Study Abroad Transfer Credit Approval Evaluator for your major department and by the Associate Dean of Academic Affairs.

Course Number	Course Title	Semester Credit Hours	Is the course listed in the SIS REACH Catalog?	Transfer Credit Approval Evaluator (Signature is required only if the course does NOT appear in the SIS REACH Catalog).
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 2106 Sage Building (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 with a description of the corresponding Rensselaer course(s) for which you would like to be granted credit. A completed and signed Transfer Credit Approval Form for Semester/Full-Year study Abroad Programs 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; courses may not be taken on a pass/fail basis.

**Note to School of Engineering Students:** Individual signatures for all engineering courses not already on the preapproved list are required only from the Evaluator in your major department - a signature from your Academic Advisor is *not* necessary. You will also need the signature of the Study Abroad Transfer Credit Approval Evaluator in your major and the Associate Dean of Academic Affairs, JEC 3018.

**Evaluators:** Visit the Office of International Programs website for information on credit-hour conversions:  
<http://undergrad.rpi.edu/>

<b><u>DEPARTMENT</u></b>	<b><u>EVALUATOR</u></b>	<b><u>CAMPUS LOCATION</u></b>	<b><u>CONTACT INFORMATION</u></b>
<b>Architecture</b>	Ms. Lecia O'Dell	103 Greene	<a href="mailto:odelll@rpi.edu">odelll@rpi.edu</a>
<b>Biology</b>	Professor Harry Roy	3C07 Science Center	<a href="mailto:royh@rpi.edu">royh@rpi.edu</a>
<b>Biology (Accelerated Physician-Scientist Prog.)</b>	Professor Harry Roy	3C07 Science Center	<a href="mailto:royh@rpi.edu">royh@rpi.edu</a>
<b>Biochemistry/ Biophysics</b>	Professor Harry Roy	3C07 Science Center	<a href="mailto:royh@rpi.edu">royh@rpi.edu</a>
<b>Bioinformatics &amp; Molecular Biology</b>	Professor Harry Roy	3C07 Science Center	<a href="mailto:royh@rpi.edu">royh@rpi.edu</a>
<b>Business &amp; Management</b>	Ms. Beth Ann Macey	3210 Pittsburgh	<a href="mailto:maceyb2@rpi.edu">maceyb2@rpi.edu</a>
<b>Computer Science</b>	Professor Charles Stewart	330B MATLS	<a href="mailto:stewart@cs.rpi.edu">stewart@cs.rpi.edu</a>
<b>Chemistry</b>	Professor Ron Bailey	117 Cogswell	<a href="mailto:bailer@rpi.edu">bailer@rpi.edu</a>
<b>Engineering</b>			
BME	Professor Stan Reisman	JEC 7 <sup>th</sup> Floor	<a href="mailto:reisms@rpi.edu">reisms@rpi.edu</a>
CBE	Professor Joel Plawsky	Ricketts 122	<a href="mailto:plawsky@rpi.edu">plawsky@rpi.edu</a>
CEE	Professor Michael O'Rourke	JEC 4046	<a href="mailto:orourm@rpi.edu">orourm@rpi.edu</a>
ECSE	Mr. David Nichols	JEC 6046	<a href="mailto:Nichols@esce@rpi.edu">Nichols@esce@rpi.edu</a>
ISE (DSES)	Professor Bill Foley	5211 LOW	<a href="mailto:foleyw@rpi.edu">foleyw@rpi.edu</a>
MANE	Ms. Marie Dieffenbach	JEC 2012	<a href="mailto:dieffm@rpi.edu">dieffm@rpi.edu</a>
	Professor Catalin Picu	JEC 2048	<a href="mailto:picuc@rpi.edu">picuc@rpi.edu</a>
MSE	Professor Daniel Gall	204 MATLS	<a href="mailto:galld@rpi.edu">galld@rpi.edu</a>
<b>Earth &amp; Environmental Science</b>	Professor Frank Spear	1W04 Science Center	<a href="mailto:spearf@rpi.edu">spearf@rpi.edu</a>
<b>Environmental Science</b>	Professor Richard Bopp	369 MATLS	<a href="mailto:boppr@rpi.edu">boppr@rpi.edu</a>
<b>Humanities, Arts &amp; Social Sciences</b>	Ms. Elizabeth Large	5208 Sage	<a href="mailto:largee@rpi.edu">largee@rpi.edu</a>
<b>Information Technology &amp; Web Science</b>	Ms. Linda Kramarchyk	202 Lally	<a href="mailto:kramal@rpi.edu">kramal@rpi.edu</a>
<b>Mathematics</b>	Professor Harry McLaughlin	333 Amos Eaton	<a href="mailto:mclauh@rpi.edu">mclauh@rpi.edu</a>
<b>Physics</b>	Professor Peter Persans	1C10 Science Center	<a href="mailto:persap@rpi.edu">persap@rpi.edu</a>