



## INSTRUCTIONS

NOTE: We strongly recommend that you obtain approval to transfer courses BEFORE you enroll at another institution. Undergraduates must earn equivalent A, B, or C grades to transfer credit. Graduate students must earn equivalent A or B grades. No grade is shown on the Rensselaer transcript for transfer 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 college a course that he/she failed at Rensselaer may be required by his/her department at Rensselaer to pass an examination.

Student: Please PRINT all information requested.

1. Get a course description of the course you wish to take. Have this evaluated by the corresponding Rensselaer department. For example, if you want to transfer credit for a Math course, you will need the approval of the Rensselaer Math Department.
2. Once departmental approval is obtained, have your advisor approve transfer of the course.
3. Undergraduates: if the transfer course is part of your last 30 credits, obtain the approval of the Advising and Learning Assistance Center.
4. Graduate Students: The Graduate Program Director must approve the transfer of credits if courses are taken after enrollment at Rensselaer.
5. Return all copies of the form to the Registrar's Office.
6. Once you have completed the course, have the other college send an Official Transcript directly to the Rensselaer Registrar's Office.

Department Approving Credit: Using the guidelines below, if you approve the transfer of credit, enter the Rensselaer course number, title, and number of credit hours to be awarded. Print and sign your name.

Advisor: To approve transfer of credit, print and sign your name, and enter your office address.

### GENERAL RULES FOR ACCEPTING AND POSTING TRANSFER CREDIT

- A. Courses are transferred on a course-for-course basis. If it is determined that the other school's course is equivalent to an RPI course, the student is awarded credit for that Rensselaer course.
- B. If a course taken at the other school is not equivalent to any specific Rensselaer course, the student may be awarded elective credits. for example:

A student in the Civil Engineering Department may want to transfer a 3-credit hour, 100-level course in Math. The Math Department would be asked to evaluate the course. If the Math Department determines that it is a valid course even though it has no Rensselaer equivalent, they will award the student elective credits. Elective course numbers are created as follows:

<u>Math</u>	<u>1</u>	<u>000</u>	<u>course number Math 1000</u>
dept.	level	indicates elective	represents a Math elective at the .100 level

If the Math Department will NOT award credit for the course, but Civil Engineering wants to award free elective credit for it, Civil Engineering will evaluate the course and assign an elective in that department as follows:

<u>CIVL</u>	<u>1</u>	<u>000</u>	<u>course number ECSE 1000</u>
dept.	level	indicates elective	represents an Civil Engineering elective at the .100 level.

- C. If the course is NOT equivalent to a Rensselaer course, but two (or more) courses from the other school ARE equivalent to one Rensselaer course (or vice versa), they would be listed as follows:

Other College Course	Cr. Hrs.		Other College Course	Cr. Hrs.
MAT 1510 Math I	03	}	431510 Math I	05
MAT 2170 Calculus	03			
<u>Rensselaer Course</u>			<u>Rensselaer Course</u>	
Math 1010 Calculus I	04	}	Math 1010 Calculus I	04
			Math 1020 Calculus I	04

- D. If the student's major department does NOT find the course acceptable as an elective, then the course is not acceptable at all for transfer. The department should indicate on this form that the course is "Not Transferrable."
- E. ARCH Majors: If the transferred course will replace one of the required design studios in the School of Architecture, the student's work in that course must also be reviewed and approved by the Dean of the School of Architecture. Work must be submitted for review before the student resumes formal study at Rensselaer.