

**PLEASE MAKE A PHOTOCOPY FOR YOUR OWN RECORDS
INSTRUCTIONS**

UNDERGRADUATE STUDENTS:

Effective Fall 2010, all first-time freshmen

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

All Students

- No more than 8 credit hours of HASS courses or Advanced Placement credits, may be transferred toward the HASS Core Requirement, and;
- No more than two Science courses (max of 8 credits total) toward satisfying their Science Core Requirement.
- Students who have Advanced Placement or International Baccalaureate credit may be granted credit for their mathematics and science courses depending on their scores
- Students must earn equivalent A, B, or C grades to transfer credit.
- 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 before transfer credit is approved.

Action: Please PRINT all information requested on this form.

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. If the transfer course is part of your last 30 credits, obtain the approval of the Advising and Learning Assistance Center.
4. Submit the completed form to the Registrar's Office.
5. Once you have completed the course, have the other college send an Official Transcript directly to the Rensselaer Registrar's Office, Academy Hall 2000 level, 110 8th St, Troy, NY 12180-3590

Department Approving Credit: 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.

GRADUATE STUDENTS:

- Courses must have been taken no more than 5 years prior to matriculation at Rensselaer.
- No more than 6 credits can be transferred for an MS program; no more than 24 (42) credits for a 72 (90) credit PhD program.
- Graduate students must earn equivalent A or B grades to transfer credit.
- 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.

Action: Please PRINT all information requested on this form.

1. Obtain a Course Syllabus of the course you wish to take/have taken **AND** a syllabus for the Rensselaer equivalent course. 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. Note: If you have already completed the course, you must also include an official or unofficial transcript for review during the approval process.
2. Once departmental approval is obtained, have your advisor approve transfer of the course.
3. Submit the syllabi and this form first to the Graduate Program Director and then to the Office of Graduate Education. The Dean of Graduate Education (OGE) must approve the transfer of credits
4. The Office of Graduate Education will submit the completed forms to the Registrar's Office.
5. Once you have completed the course, have the other college send a sealed Official Transcript directly to the Rensselaer Registrar's Office, Academy Hall 2000 level, 110 8th St, Troy, NY 12180-3590.

Department Approving Credit: 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.