

## TRANSFER CREDIT APPROVAL FORM

Office of the Registrar

- GENERAL TRANSFER CREDIT INFORMATION IS AVAILABLE IN THE CATALOG AND ON THE REGISTRAR'S WEB SITE.
- PLEASE SEE SPECIFIC UNDERGRADUATE AND GRADUATE STUDENT INSTRUCTIONS ON BACK.
- We strongly recommend that you obtain approval to transfer courses BEFORE you enroll at another institution.
- Transfer credit will be forfeited if a student takes an equivalent Rensselaer course.

Print Name \_\_\_\_\_

RIN # \_\_\_\_\_

Local Phone: ( ) \_\_\_\_\_  
Area Code Phone Number

RPI email Address: \_\_\_\_\_@rpi.edu

Expected Rensselaer Graduation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(month) (year)

Institution Attended \_\_\_\_\_

Term you entered RPI: Fall Spring Summer Year: \_\_\_\_\_

Dates Attended: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month/Year Month/Year

Major(s) \_\_\_\_\_

If you have already completed the course(s) to be transferred, have you requested an Official Transcript be sent to the Rensselaer Registrar's Office? YES \_\_\_\_\_ NO \_\_\_\_\_

Is this transfer course(s) part of the last 30 credit hours of your Bachelor's degree?

YES \_\_\_\_\_ (If yes, you must obtain the approval of the Advising and Learning Assistance Center (see below) after obtaining other required signatures. A maximum of 8 credits may be approved.)

NO \_\_\_\_\_

UNDERGRADS: Visit the Transfer Course Guide (<https://sis.rpi.edu/rss/vhwwkwags.P.Web.Artic.Guide>) for RPI Equivalent information:

Course Number	Course Title	Semester Credit Hours	As Per Transfer Course Guide OR →	Dept. Approval (if NOT in Transfer Course Guide) AND →	Add to Transfer Course Guide?
At Visited College			Check box if course is in Transfer Guide:	Print Name	YES _____ NO _____
RPI Equivalent			<input type="checkbox"/>	and Sign	
At Visited College			Check box if course is in Transfer Guide:	Print Name	YES _____ NO _____
RPI Equivalent			<input type="checkbox"/>	and Sign	
At Visited College			Check box if course is in Transfer Guide:	Print Name	YES _____ NO _____
RPI Equivalent			<input type="checkbox"/>	and Sign	

**\*Advisor Signature (required for ALL students):**Student  
Advisor: \_\_\_\_\_  
Signature Print your name campus address**\*Undergraduates only, if transfer course is part of last 30 credits, only a maximum of 8 credits may be transferred:**Advising & Learning Assistance Center \_\_\_\_\_  
(Academy Hall, Rm 4226) (Signature) Date**\*Graduate Students only:**Graduate Program Director \_\_\_\_\_  
(Signature) DateDean of Graduate Education \_\_\_\_\_  
(Signature) Date

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

**UNDERGRADUATE STUDENTS:**

**Effective Fall 2010, all first-time freshmen**

- may transfer a maximum of 32 credits. This includes Advanced Placement credits, transfer credits from other universities, and credit from Non-Affiliated Study Abroad programs.

**The following apply to ALL Undergraduate students**

- No more than 8 credit hours of HASS courses may be transferred toward the HASS Core, including Adv Placement credit.
- No more than two Science courses (8 credits maximum) may transfer toward the Math/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 credit and the grade from the transferred course does NOT factor in to the RPI QPA (Quality Point Average). Transferred credits DO count 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 the front of this form.

1. Go to the online Transfer Course Guide at [https://sis.rpi.edu/rss/yhwwkwags.P\\_Web\\_Artic\\_Guide](https://sis.rpi.edu/rss/yhwwkwags.P_Web_Artic_Guide) to check if the course at the other school has been evaluated for transfer. If it has been evaluated, fill in on the front of this form the Visited College Course Number, Title, and Credit Hours. Check the box in the As Per Transfer Course Guide column. You do NOT need to get Departmental Approval in the column labeled Dept. Approval. Proceed to Action number 3 below.
2. If the course you wish to take has not been evaluated as per the online Transfer Course Guide, get a course description. These are usually available on the other school's web site. Attach a copy of the Course Description to the Transfer Credit Approval form, and have it evaluated by the corresponding Rensselaer department. For example, if you want to transfer a Math course, you will need the approval of the Rensselaer Math Department.
3. Have your advisor approve transfer of the course.
4. If the transfer course is part of your last 30 credits, only a maximum of 8 credits, obtain the approval of the Advising and Learning Assistance Center.
5. Submit the completed 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, Academy Hall 2000 level, 110 8<sup>th</sup> 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. Please indicate if you'd like the Registrar's Office to add this course to the Transfer Credit Guide.

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

**GRADUATE STUDENTS:**

- Courses considered for transfer may not have been taken 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 credit and the grade from the transferred course does NOT factor in to the RPI QPA (Quality Point Average). Transferred credits DO count in the earned hours total.
- The Undergraduate Transfer Course Guide is not intended for use by graduate students. Graduate students must follow the procedure below to request transfer credit.

**Action:** Please PRINT all information requested on the front of 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 these evaluated by the corresponding Rensselaer department. For example, if you want to transfer 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 (OGE). The Dean of Graduate Education 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 8<sup>th</sup> St, Troy, NY 12180-3590.

**Department Approving Credit:** If you approve the transfer of credit, enter the Rensselaer Equivalent course number, title, and number of credit hours to be awarded. Print and sign your name. Please indicate if you'd like the Registrar's Office to add this course to the Transfer Credit Guide.