

**STUDY ABROAD TRANSFER CREDIT APPROVAL FORM
FOR NON-ENGINEERING MAJORS ONLY**

Office of the Registrar

Print Name _____

RIN # _____

Expected Rensselaer Graduation Date: _____ / _____
(month) (year)

E-mail Address: _____@rpi.edu

Term you entered RPI: Fall Spring Summer Year: _____

Study Abroad Program/Institution _____

Major(s) _____

Semester(s) Abroad: _____ / _____
Fall or Spring/Year

Is this an affiliated program? Yes ___ No ___
(visit the OIP website 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 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:
Office of International Programs, Academy Hall suite 4226, 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.

For Students in the Schools of Architecture, Management, Science, and HASS:

In the space below, please indicate the course(s) you are planning to take while abroad. Indicate whether each course appears in the Transfer Course Guide on SIS. All courses not in Transfer Course Guide must be evaluated by the corresponding Study Abroad Transfer Credit Approval Evaluator. Your overall plan of study must be approved by your academic advisor. 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 in the Transfer Course Guide ? Y/N	Transfer Credit Approval Evaluator (Signature is required only if the course does NOT appear in the Transfer Course Guide)
Study Abroad Class				Printed Name
Rensselaer Equivalent				Signature
Study Abroad Class				Printed Name
Rensselaer Equivalent				Signature
Study Abroad Class				Printed Name
Rensselaer Equivalent				Signature

Academic Advisor: _____
Print Name 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 in the Transfer Course Guide 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 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	odell@rpi.edu
Biology	1. Prof. Doug Swank (new Biology course evaluations/approvals)	2111 Biotech Bldg.	swankd@rpi.edu
	2. Associate Dean, Lee Ligon (approves overall academic plan for Biology majors)	1C05 Science Ctr.	ligonl@rpi.edu
Business & Management	Professor Chris Meyer	3202 Pittsburgh	Meyerc6@rpi.edu
Computer Science	Mr. David Goldschmidt	209 Lally	goldschmidt@gmail.com
Chemistry	Prof. Ron Bailey	117 Cogswell	bailer@rpi.edu
Engineering			
BME	Professor Uwe Kruger	JEC 7 th Floor	krugeu@rpi.edu
CBE	Assoc. Prof. Pankaj Karande	3217 Biotech Bldg.	karanp@rpi.edu
CEE	Prof. Michael O'Rourke	JEC 4046	orourm@rpi.edu
ECSE	1. Prof. Paul Schoch (new ECSE course evaluations/approvals)	J Building 4203	schoch@ecse.rpi.edu
	2. Mr. David Nichols (approves overall academic plan for ECSE majors)	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. Morgan Schaller	1W06 Science Center	schall@rpi.edu
Humanities, Arts & Social Sciences	Professor Brett Fajen	301D Carnegie	fajenb@rpi.edu
Information Technology & Web Sciences	Ms. Linda Kramarchyk	202 Lally	kramal@rpi.edu
Math	Prof. Harry McLaughlin	333 Amos Eaton 1C10 Science Center	mclauh@rpi.edu
Physics	Prof. Peter Persans	Center	persap@rpi.edu