

# STUDY ABROAD TRANSFER CREDIT APPROVAL FORM

## FOR NON-ENGINEERING MAJORS ONLY

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

E-mail Address: \_\_\_\_\_@rpi.edu

RIN: \_\_\_\_\_

Study Abroad Program/Institution: \_\_\_\_\_

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

Semester(s) Abroad (fall/spring/year): \_\_\_\_\_

Term you entered RPI: \_\_\_\_\_

Is this an [affiliated program](#)? Yes ☐ No ☐

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

**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. All HASS courses must be approved, even if they appear in the SIS Transfer Course Guide.
- 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.
- Students may not fulfill the Communication Intensive requirement with courses taken during study abroad.

**3. Students participating in Non-Affiliated semester study abroad programs:**

- No more than two Math & Science courses (8 credits total) toward satisfying their Math & 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. Upload this completed form to the study abroad application portal or submit to your study abroad advisor in the Office of International Programs. Make sure to keep a copy for your own records.**

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 SIS must be evaluated by the corresponding Study Abroad Transfer Credit Approval Evaluator. Your overall plan of study must be approved by the Study Abroad Transfer Credit Approval Evaluator in your major department and by the SoE Associate Dean of Undergraduate Studies. 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 <a href="#">Transfer Course Guide</a> ? Y/N	Transfer Credit Approval Evaluator (Signature is required only if the course does NOT appear in the <a href="#">Transfer Course Guide</a> .) *All HASS courses must be evaluated even if listed in the Transfer Course Guide	Add to Transfer Course Guide? Y/N
Study Abroad Class				Name	<input type="checkbox"/> YES <input type="checkbox"/> NO
Rensselaer Equivalent				Signature	To be completed by evaluator only
Study Abroad Class				Name	<input type="checkbox"/> YES <input type="checkbox"/> NO
Rensselaer Equivalent				Signature	To be completed by evaluator only
Study Abroad Class				Name	<input type="checkbox"/> YES <input type="checkbox"/> NO
Rensselaer Equivalent				Signature	To be completed by evaluator only

**Academic Advisor** (signature/date): \_\_\_\_\_

**SOS Students: Associate Dean of Science for Academic Affairs, 1C05 Science Ctr.** (signature/date): \_\_\_\_\_

**ALAC, Academy Hall Suite 4226** (*only* if participating in a non-affiliated program *and* transfer courses are part of last 30 credits

(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 courses. Courses that are not in the [SIS Transfer Course Guide](#) must be evaluated. **All HASS courses taken abroad must be evaluated and approved even if they are listed in the Transfer Course Guide.** A completed and signed Study Abroad Transfer Credit Approval Form should accompany your study abroad application, although it is understood that you will not necessarily enroll in all of the courses that appear on your form, and that you may need to seek additional approvals based on actual course offerings abroad. Make sure to check your academic program template for any restrictions on the transfer of credit towards major requirements. The transfer of credit does not occur until an official transcript is received from the host institution.

**Note to SoE students:** Your overall plan of study must be approved by the evaluator in your major department, and by 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>
<b>Architecture</b>	Acting Associate Dean David Bell	103 Greene	<a href="mailto:belld@rpi.edu">belld@rpi.edu</a>
<b>Biology</b> (Biology/BCBP/Comp Bio/Bio Neuro)	Professor Doug Swank	2111 Biotech Ctr.	<a href="mailto:swankd@rpi.edu">swankd@rpi.edu</a>
<b>Business &amp; Management</b>	Professor Clint Ballinger	3202 Pittsburgh	<a href="mailto:ballic2@rpi.edu">ballic2@rpi.edu</a>
<b>Computer Science</b>	Professor David Goldschmidt	209 Lally	<a href="mailto:goldschmidt@gmail.com">goldschmidt@gmail.com</a>
<b>Chemistry</b>	Professor Peter Dinolfo	126 Cogswell	<a href="mailto:dinolp@rpi.edu">dinolp@rpi.edu</a>
<b>Engineering</b>			
BME	Professor Xun Wang	JEC 7040	<a href="mailto:wangx33@rpi.edu">wangx33@rpi.edu</a>
CBE	Professor Pankaj Karande	3217 Biotech Bldg.	<a href="mailto:karanp@rpi.edu">karanp@rpi.edu</a>
CEE	Professor Michael Symans	JEC 4044	<a href="mailto:symans@rpi.edu">symans@rpi.edu</a>
ECSE	Dr. Rama Hamarneh	JEC 6003	<a href="mailto:hamarr@rpi.edu">hamarr@rpi.edu</a>
ISE (DSES)	Professor Rostyslav Korolov	5211 LOW	<a href="mailto:korolr2@rpi.edu">korolr2@rpi.edu</a>
MANE	Assoc. Dean Matt Oehlschlaeger	JEC 3018	<a href="mailto:oehlsm@rpi.edu">oehlsm@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 Morgan Schaller	1W06 Science Center	<a href="mailto:schall@rpi.edu">schall@rpi.edu</a>
<b>Humanities, Arts &amp; Social Sciences</b>	Professor Brett Fajen	301D Carnegie	<a href="mailto:fajenb@rpi.edu">fajenb@rpi.edu</a>
<b>Information Technology &amp; Web Sciences</b>	Professor Rick Plotka	133 Amos Eaton	<a href="mailto:plotkr2@rpi.edu">plotkr2@rpi.edu</a>
	Ms. Linda Kramarchyk	202 Lally	<a href="mailto:kramal@rpi.edu">kramal@rpi.edu</a>
<b>Math</b>	Professor Bruce Piper	309 Amos Eaton	<a href="mailto:piperb@rpi.edu">piperb@rpi.edu</a>
<b>Physics</b>	Professor Glenn Ciolek	1C36 Science Center	<a href="mailto:cioleg@rpi.edu">cioleg@rpi.edu</a>