

**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 <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> )
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	<a href="mailto:odelll@rpi.edu">odelll@rpi.edu</a>
Biology	Professor Harry Roy	3C07 Science Center	<a href="mailto:royh@rpi.edu">royh@rpi.edu</a>
Biology (Accelerated Physician-Scientist Prog.)	Professor Harry Roy	3C07 Science Center	<a href="mailto:royh@rpi.edu">royh@rpi.edu</a>
Biochemistry/ Biophysics	Professor Harry Roy	3C07 Science Center	<a href="mailto:royh@rpi.edu">royh@rpi.edu</a>
Bioinformatics & Molecular Biology	Professor Harry Roy	3C07 Science Center	<a href="mailto:royh@rpi.edu">royh@rpi.edu</a>
Business & Management	Ms. Sandra Moses	3210 Pittsburgh	<a href="mailto:mosess@rpi.edu">mosess@rpi.edu</a>
Computer Science	Mr. David Goldschmidt	209 Lally	<a href="mailto:goldschmidt@gmail.com">goldschmidt@gmail.com</a>
Chemistry	Prof. Ron Bailey	117 Cogswell	<a href="mailto:bailer@rpi.edu">bailer@rpi.edu</a>
Engineering			
BME	Professor Uwe Kruger	JEC 7 <sup>th</sup> Floor	<a href="mailto:krugeu@rpi.edu">krugeu@rpi.edu</a>
CBE	Assoc. Prof. Pankaj Karande	3217 Biotech Bldg.	<a href="mailto:karanp@rpi.edu">karanp@rpi.edu</a>
CEE	Prof. Michael O'Rourke	JEC 4046	<a href="mailto:orourm@rpi.edu">orourm@rpi.edu</a>
ECSE	1. Prof. Paul Schoch (new ECSE course evaluations/approvals)	J Building 4203	<a href="mailto:schoch@ecse.rpi.edu">schoch@ecse.rpi.edu</a>
	2. Mr. David Nichols (approves overall academic plan for ECSE majors)	JEC 6046	<a href="mailto:Nichols@ecse.rpi.edu">Nichols@ecse.rpi.edu</a>
ISE (DSES)	Professor Bill Foley	5211 LOW	<a href="mailto:foleyw@rpi.edu">foleyw@rpi.edu</a>
MANE	Assoc. Dean Matt Oehlschlaeger	JEC 3018	<a href="mailto:oehlsm@rpi.edu">oehlsm@rpi.edu</a>
MSE	Prof. Daniel Gall	204 MATLS	<a href="mailto:galld@rpi.edu">galld@rpi.edu</a>
Earth & Environmental Science	Prof. Frank Spear	1W04 Science Center	<a href="mailto:spearf@rpi.edu">spearf@rpi.edu</a>
Environmental Science	Prof. Richard Bopp	369 MATLS	<a href="mailto:boppr@rpi.edu">boppr@rpi.edu</a>
Humanities, Arts & Social Sciences	Professor Michael Kalsher	4302 Sage	<a href="mailto:kalshm@rpi.edu">kalshm@rpi.edu</a>
Information Technology & Web Sciences	Ms. Linda Kramarchyk	202 Lally	<a href="mailto:kramal@rpi.edu">kramal@rpi.edu</a>
Math	Prof. Harry McLaughlin	333 Amos Eaton 1C10 Science Center	<a href="mailto:mclauh@rpi.edu">mclauh@rpi.edu</a>
Physics	Prof. Peter Persans	Center	<a href="mailto:persap@rpi.edu">persap@rpi.edu</a>