STUDY ABROAD TRANSFER CREDIT APPROVAL FORM  
FOR SCHOOL OF ENGINEERING MAJORS ONLY  
Office of the Registrar  

Print Name ____________________________  
RIN # ________________________________  

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

Study Abroad Program/Institution ____________________________  

Term you entered RPI: [ ] Fall [ ] Spring [ ] Summer  
Year: _______  

Major(s) ____________________________  

RIN #  
E-mail Address: ____________________________ @rpi.edu  

Study Abroad Class Name  
Rensselaer Equivalent  

Signature  

Signature  

Signature  

Signature  

Signature  

Printed Name ____________________________  
Associate Dean of Academic Affairs (JEC 3018) ____________________________  

If participating in a Non-Affiliated program and transfer course is part of last 30 credits:  
Advising & Learning:  
Assistant Center, Academy Hall; suite 4226 (Signature) ____________________________  
Date ____________________________  

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 Science courses (max of 8 credits total) toward satisfying their Science Core Requirement.  
• Have the college send an Official Transcript directly to: Program Manager, 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 the Office of International Programs, dvorak2@rpi.edu. 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 Transfer Course Guide? Y/N | Transfer Credit Approval Evaluator (Signature is required only if the course does NOT appear in the Transfer Course Guide.)  

| *All HASS courses must be evaluated even if listed in the Transfer Course Guide. |  

Study Abroad Transfer Credit Approval Evaluator for major department (see list on reverse side):  

| Course Number | Course Title | Semester Credit Hours | Course listed in the Transfer Course Guide? Y/N | Transfer Credit Approval Evaluator  

| Signature  

|  

Study Abroad Class  
Rensselaer Equivalent  

Signature  

Signature  

Signature  

Signature  

Signature  

Study Abroad Class  
Rensselaer Equivalent  

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Study Abroad Class  
Rensselaer Equivalent  

Signature  

Signature  

Signature  

Signature  

Signature  

Study Abroad Transfer Credit Approval Evaluator for major department (see list on reverse side):  

Printed Name ____________________________  
Associate Dean of Academic Affairs (JEC 3018) ____________________________  

If participating in a Non-Affiliated program and transfer course is part of last 30 credits:  
Advising & Learning:  
Assistant 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 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: 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.

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>EVALUATOR</th>
<th>CAMPUS LOCATION</th>
<th>CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture</td>
<td>Acting Associate Dean David Bell</td>
<td>103 Greene</td>
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<td>2111 Biotech Ctr.</td>
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</tr>
<tr>
<td>(Biology/BCBP/Comp Bio/Bio Neuro)</td>
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<td>Engineering</td>
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