

Transfer Credit Tips for current engineering students

Whether you are planning study abroad or taking courses during break do not put money down to enroll in a course before getting approval as you do not want to spend money on a course that may be denied. https://sis.rpi.edu/rss/yhwwkwags.P_Web_Artic_Guide

Please note that all SoE, HASS, and SoS are currently auditing all courses so all requests must be reviewed regardless of their status on the transfer guide.

1. Complete form 8 for courses not part of Study Abroad.
2. Complete Form 8E if the course is for Study Abroad.

Forms can be found on the Registrar Office website:

<https://info.rpi.edu/registrar/registration/#RegistrarForms>

Bring the form along with a syllabus for each course (and if you cannot get a syllabus bring the catalog description for the course) to the transfer credit evaluator for the school/department the course is in. If it is a HASS course the documents will be brought to the HASS Hub in the Sage building, Math and Science courses will go to the Science Hub in the JRowl building. Engineering courses will go to the following:

Course Prefix	Evaluator Name	Office	Email
BMED	Professor Xun Wang	JEC 7040	wangx33@rpi.edu
CHME	Professor Wayne Bequette	Ricketts 129	bequette@rpi.edu
CIVL	Professor Michael Symans	JEC 4044	symans@rpi.edu
ECSE	Rama Hamarneh	JEC 6007	hamarr@rpi.edu
ENVE	Professor James Kilduff	JEC 4022	kilduff@rpi.edu
ISYE	Professor Jennifer Pazour	CII 5217	pazouj@rpi.edu
MANE	Professor Catalin Picu	JEC 2048	picuc@rpi.edu
	Or Kate Stockton	JEC 2012	stock@rpi.edu
MTLE	Professor Daniel Gall	204 MRC	galld@rpi.edu
ENGR	Dana Chichester	JEC 3018	chichd@rpi.edu

Once approved complete steps 1 or 2 as appropriate.

1. For courses not part of Study Abroad - and the form to your major advisor for signature. Once signed it will need to be brought to JEC 3018 for signature, after which it should be

brought to the registrar office. If emailed please put Transfer Credits and your name as the subject line (transfercredit@rpi.edu).

2. If the course is for Study Abroad - bring the form to the Study Abroad advisor for your major for approval. Once signed it will need to be brought to JEC 3018 for signature, after which it should be uploaded to the Study Abroad portal.

Important to note that if a course comes in at lower credits the missing credit(s) will need to be made up. This can often be done by taking a one credit course or by taking a 4 credit elective course when only a 3 credit course is on the template, in that major or school.

If you are submitting multiple forms note at the top of each form the number of forms i.e. 1 of 2 and so on to avoid forms getting missed.

Courses marked Not Transferable in the guide do not have a course equivalent here at RPI. You may ask for it to be re-evaluated but there is no guarantee it will be allowed in.

Example form showing a course that is in the guide, one that comes in at lower credits, and one not in the guide.

Is this an on-line course YES ☐ NO ☐ All on-line courses need to be approved by the relevant Rensselaer academic department, even if the course is already listed in the Transfer Course Guide. You must provide a syllabus to the department for review and evaluation.

Is this transfer course(s) part of the last 30 credit hours of your Bachelor's degree? YES ☐ NO ☒ (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.)

Course Number	Course Title	Semester Credit Hours	As Per Transfer Course Guide OR	Dept. Approval (if NOT in Transfer Course Guide) <u>All HASS courses require Dept. Approval</u>	Add to Transfer Course Guide?
At Visited CHE B110	General Chemistry I	4	Check box if course is in Transfer Guide:	Print Name	YES ☐ NO ☐
RPI CHEM 1100	Chemistry 1	4	☒	and Sign	To be completed by evaluator only
At Visited EGR B230	C++ for Engineering	4	Check box if course is in Transfer Guide:	Print Name	YES ☐ NO ☐
RPI CSCI 1100	Computer Science I	3	☒	and Sign	To be completed by evaluator only
At Visited CSC B287	Organization & Architecture	3	Check box if course is in Transfer Guide:	Print Name ECSE evaluator	YES ☐ NO ☐
RPI ECSE 2660	Computer Architecture, Networks, & Operating Systems	3	☐	and Sign	To be completed by evaluator only

***Advisor Signature (required for ALL students):**