

TRANSFER CREDIT PRIOR APPROVAL FORM

Date _____

Instructions:
 This form is to be used by matriculated students at RIT with the desire to take required Liberal Arts courses at another institution for the purpose of transfer credit to their RIT program.

- 1) Fill out the form in its entirety.
- 2) Meet with a Liberal Arts Advisor in the College of Liberal Arts – Office of Student Services to discuss your request (please bring course descriptions).
- 3) Have the form signed by your home department.
- 4) Return form to the Office of Student Services.
- 5) When you have completed the course(s), have **official** transcript mailed to the Office of the Registrar.

Please be advised of the following:

- Only credits from regionally accredited institutions are transferable
- Credit hours for courses taken at another institution may transfer, but grade will not appear on RIT transcript
- Grades earned must be a “C” or better
- No more than 10 of the final 30 semester hours may be transferred from another institution

Student Information:

Name _____

University ID _____

Major _____

Minor/Immersion _____

Email _____

Phone # _____

Received Previous Transfer Credit? Yes _____ No _____

Transfer Credit Information:

Name of College/University _____

When course(s) will be taken _____

COMPLETED BY STUDENT:			COMPLETED BY COLA STAFF:	
Course Prefix/Number	Course Title	Credit Hours (semester, trimester, quarter)	Course Fulfillment at RIT	Core/Minor/Immersion Course?

Reason for Request (provide rationale for why you believe above course(s) should be approved):

Student Signature _____

Approval Signatures:

Liberal Arts Approval _____ Date _____

Department Approval _____ Date _____

NOTE: This approval is based on information that you have provided to the advisor. Should this information prove to be incorrect, the College of Liberal Arts may not be able to transfer this credit as stated in the agreement.