



Division of  
Academic Affairs  
**Office of  
the Registrar**

# Current RIT Student - Transfer Credit Articulation Request

## Instructions

This form is to be used by degree-seeking students at RIT planning to take required courses at another institution for the purpose of transferring credit into their RIT program.

### General Information

Please Type

University ID Number: \_\_\_\_\_ RIT E-mail: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Academic Program: \_\_\_\_\_ Academic Plan: \_\_\_\_\_ Date: \_\_\_\_\_

### Transfer Credit Overview

Advanced planning is required when considering taking a course outside of RIT. Credit and a specific course articulation is not guaranteed without advanced approval from the appropriate RIT units.

**Please note:** The Office of the Registrar will obtain the course articulation decision, but this does not guarantee that the course will fulfill a requirement. Students should work with their academic department to ensure that the course articulation will fulfill a requirement in the student's degree.

#### To complete this process:

Meet with your Academic Advisor to review which requirements you are considering completing with transfer credit and what external courses you are anticipating taking.

1. Advisors have access to a database of already approved external coursework – if the course(s) you are interested in taking has already been reviewed and articulated to an RIT course, there is no need to complete this form. Simply complete the course and have a final transcript sent to the RIT Registrar's Office.
2. If the course you are interested in taking has not been reviewed and articulated to an RIT course, complete this form, attach required course documentation and submit to TRANSFERCREDIT@RIT.EDU. All forms must be submitted electronically via this email address by the student making the request.
3. After review with the appropriate RIT academic department, the Transfer Credit Team will email you and your academic advisor with the articulation determined.

#### Please be advised of the following:

- Credit hours for courses taken at another institution may transfer, but grade(s) will not appear on your RIT transcript.
- Grades earned at another institution must be equivalent to a "C" or better.
- A minimum of 25% of the total semester credit hours required for a degree must be earned from courses successfully completed at RIT.
- Responses to articulation requests typically take a minimum of 10 -15 business days. The response can take longer if multiple units need to review the course.
- The more materials/information you can provide regarding the course, the quicker the review process can begin.

### External School Information

Name of External College/University where coursework will be completed:

\_\_\_\_\_

City where school is located: \_\_\_\_\_

State where school is located: \_\_\_\_\_

Campus (if multiple): \_\_\_\_\_

Web address of School: \_\_\_\_\_

When do you plan to take the course(s) (semester/quarter/month): \_\_\_\_\_

**Required course documentation:**

For each course you are requesting, please attach a copy of the course description, or if available, a course syllabus. The more information you provide, the better RIT will be able to evaluate the best articulation.

<p>Course Title: _____</p> <p>Course Subject: _____ Number: _____ Credits: _____</p> <p>Link to course description or syllabus: _____</p>	<p><b>Registrar's Office Use</b></p> <p>_____ Subject                      Course #</p>
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