

## TRANSFER CREDIT PRIOR APPROVAL FORM

**Instructions:**

This form is to be used by degree-seeking students at RIT with the desire to take required Saunders College of Business 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 your Academic Advisor in the Saunders College of Business – Office of Student Services to discuss your request.
- 3) When you complete the course, have the **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(s) will not appear on your 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 \_\_\_\_\_

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 SCB Staff	
Course 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). Please attach course description.

\_\_\_\_\_

\_\_\_\_\_

Student Signature \_\_\_\_\_

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 Saunders College of Business may not be able to transfer this credit as stated in the agreement.