# Prior Approval for Transfer Credits

ver 1.0 7/2015

**Form Purpose:** Use this form to request approval to take the course or courses listed below at another institution and receive transfer credits from RISD upon successful completion.

**Instructions:**

- Complete the form, seeking assistance from your department, the Liberal Arts Office, or the Registrar's Office, as appropriate.
- Secure the approval of your major department head (for studio credit) or the Division of Liberal Arts (for credit in HAVC, HPSS, LAS, or LAEL). See note 1 below
- Attach the course description or a link to the course description.
- The Liberal Arts division will forward the original to the Registrar. However, your studio department head may return the original form to you (if you are there in person, or if more information is needed or the form cannot be approved as is) or forward the original to the Registrar's Office (if you are not present).
- Once you have completed the course successfully, request the other institution to send a transcript to: RISD, Office of the Registrar, Two College St., Providence, RI 02903. See note 2 below

**Requirements for Obtaining Transfer Credit:**

- The courses listed below will be given advance approval and credit will be officially granted providing that:
- Credit is earned at a college or university that grants academic degrees. Institutions in the United States must be regionally accredited. Institutions outside the U.S. will be individually evaluated for acceptance.
- The course carries the RISD equivalent of at least three credits (five credits at schools that operate on the quarter system instead of the semester system). One or two credit courses are not transferable and four credit courses will transfer to RISD as three credit courses.
- You earn a final grade of "C" or better (transfer credit grades are NOT included in your RISD grade point average and are recorded on your RISD transcript with a grade of "T")
- You have not already transferred twelve credits to RISD after beginning your degree program at RISD.
- On-line courses are accepted only from 4-year regionally accredited, residential, non-profit colleges and universities

**Date:_____ Last Name:_____ First Name: _____**

**RISD ID:_____ RISD email: _____**

**College/University (& State):_____**

**On-line course: Y / N Semester & Year:_____**

| Course Number | Course Title | Type of Credit: *HAVC, LAS, HPSS, LAEL; nonmajor; major* |
|---|---|---|
| | | |
| | | |
| | | |

_____ _____

*Print name* *Signature* *Date*

(Approved by: Liberal Arts (for HAVC, HPSS, LAS, LAEL); Department Head (for nonmajor or major)

Note 1: It is best to do this in person, but if you are not on campus, you may email the form to them for approval.

Note 2: Most schools charge a nominal fee to send a transcript. Transcripts for summer studies at RISD must be requested from the Continuing Education (CE) office. The CE office will not charge you a fee for a transcript sent to the RISD Registrar. The transcript from the other institution *must be received within three months of completion of the course*, sooner if credit is needed sooner (as for graduation, for example).