# Request to take Courses at Another College or University

Undergraduate

**Procedure**

**This form must be computer printed.  (Forms completed using some versions of the Mac Preview app may appear to lose data.  The solution is to "flatten" the PDF in Preview by first printing it to pdf.) Hand written forms will be returned to students unprocessed.**

Complete the identification section, read over the instructions, fill out the relevant portions of the student section of this form and attach catalog descriptions.  Turn in the completed form to the Computer Science office (GOL, 3005).

_____     _____

Student Name                                                    Date

_____     _____

Academic Term                                                  Phone

_____     _____

UID Number                                                      Email

_____

Previous Transfer Credit (specify Semester or Quarter Hours)

**Instructions**

Computer Science majors must obtain approval from the _Undergraduate Program Coordinator_ prior to enrolling in courses offered by another institution. To take Liberal Art Courses elsewhere, go to the _Liberal Arts Student Services Office_ to obtain their form and their approval; if approved, their form will be forwarded to Computer Science for final approval. Approval is normally granted only when the following criteria are met.

1.  There is a valid reason for taking one or more courses elsewhere.
2.  The courses are appropriate for some category in your program of study, such as free electives or science electives. In addition, Computer Science electives must typically be taken only at four-year institutions.

Rochester Institute of Technology
B. Thomas Golisano College of Computing and Information Sciences
Department of Computer Science
GOL, Room 3005

Revised 8/13/2015

3.  Recipients of a two-year associate's degree from another institution may receive no more than two years' worth of transfer credit for that degree.
4.  A minimum of 20 of the final 30 semester hours are to be completed in residence.  A student may petition to take up to 10 of the final 30 semester hours at another institution and transfer them back to their program.

**For each course you wish to take, provide:**

- The name of the college or university at which the course is given
- The course number and title
- When you expect to take the course
- The credit hour value of this course
- The category (in your program of study) to which the course applies
- A URL to the college's catalog where the course description may be found

**Student Section**

Briefly state the reasons why you believe this request should be approved.  Also, list any special considerations relevant to your request (for example, *"I would like to take two of the three courses below"*).

_____

_____

_____

**Student Supplied Information**                           **CS Office Use**

1.  _____    _____
    College or University                                      Status

    _____    _____
    Course Number                                          Credit Equivalent

    _____    _____
    Number of Hours (semester, trimester, quarter, other)    Comments

    _____    _____
    Course Title

    _____    _____
    CS Course Category

_____    _____
Plan to take course (give term and year)

**2.** _____    _____
College or University                                        Status

_____    _____
Course Number                                        Credit Equivalent

_____    _____
Number of Hours (semester, trimester, quarter, other)    Comments

_____    _____
Course Title

_____    _____
CS Course Category

_____    _____
Plan to take course (give term and year)

**CS Department**
**Use Only**
_____
Total Units (Semester Hours) Approved

_____
Notes (e.g., approval expires)

_____

_____    _____
Approval Signature                                        Date