

TRANSFER CREDITS

Courses successfully completed at other accredited institutions of higher learning may be submitted for transfer credit and possible satisfaction of Rose-Hulman degree requirements.

Each request for transfer credit is evaluated by the head of the department awarding the credit; the award of transfer credit is not automatic. All courses are reviewed to confirm that they meet the academic expectations of the department issuing credit; some have additional restrictions. Some courses are not eligible for completion via transfer credit and must be taken at Rose-Hulman. Some may be eligible for credit by exam but not for transfer credit. These restrictions may be indicated in the Academic Rules and Procedures, in the Course Catalog, or by the head of the relevant academic department.

Some pre-collegiate programs may bear academic credits that are not transferable to Rose-Hulman. For example, Rose-Hulman does not award credit for Project Lead the Way (PLTW) courses.

Rose-Hulman's own summer courses and online courses are not transfer courses and are not subject to the limits stated below. Likewise, these limits do not apply to credit gained through Advanced Placement or International Baccalaureate examinations. Credit is awarded for scored performance on those exams and is not awarded solely for completion of an AP- or IB-designated course. See Credit By Examination (<https://catalog.rose-hulman.edu/rules-procedures/credit-examination/>).

For the procedure used to evaluate credits transferred by students entering Rose-Hulman, see Transfer Student (<https://catalog.rose-hulman.edu/rules-procedures/transfer-students/>).

For Students Admitted as First-Year Students:

From initial enrollment through graduation, transfer credit in any one academic department is ordinarily limited to three courses; credits beyond this limit may be awarded as free electives.

Study abroad normally entails the approval of additional transfer credit beyond the normal three-course limit. Plans of Study for students completing two or more majors may also specify additional transfer credit.

Exceptions must be approved by the head of the department awarding the credit.

For students admitted as First-Year Students who concurrently earned a high school diploma and an Associate Degree:

If a first-year student has concurrently completed requirements for a high-school diploma (or equivalent) and an Associate Degree, then the student is still subject to the same limits on transfer credits as other first-year students.

However, exceptions to the three-course departmental limit on transfer credits may be granted for only those additional courses taken at an accredited college or university satisfying the following conditions:

- None of the additional courses were taught on a high-school campus by a high-school instructor

- None of the additional courses were used to satisfy requirements for a high-school diploma

- All additional courses must have been held either on the college or university campus and/or online through the college or university

- All additional courses must have been taught by an instructor employed directly by the college or university

Additionally, the head of the department to which these transfer credit requests are made may request verification that the above conditions were met. Forms of verification may include, but are not limited to, a formal letter from an official of the accredited college or university, and/or written confirmation from the course instructors.

For Students Admitted as Transfer Students:

Transfer students, who matriculated as degree-seeking students at another accredited college or university prior to enrolling at Rose-Hulman, are not subject to the same three-course departmental limit as other students. They are, however, subject to the two-year residence requirement. See Graduation Requirements (<https://catalog.rose-hulman.edu/rules-procedures/graduation-requirements/>).

For students admitted as Graduate Students:

A maximum of 12 quarter hours of graduate course credit completed at other graduate schools may be counted toward completion of the Master's degree at Rose-Hulman with the approval of the student's advisory committee and the Head of the department that would offer an equivalent course. Transfer credit will not include a grade and, as such, will not impact the GPA. Only courses completed with a grade of B or better (or equivalent) from another accredited college or university will be considered for transfer credit.

Procedure

1. Current or prospective students should submit course(s) for transfer credit approval, by the appropriate department head, by completing the "Student Transfer Credit Evaluation" form accessible through RoseConnect on the Student Academic card. It is recommended that current students do this before taking the course(s) to ensure approval before course enrollment.
2. Each requested course for which the student seeks Transfer Credit must include, as part of the request, the course syllabus (or equivalent) in order for the request to be considered.
3. Each course for which the student seeks Transfer Credit will be evaluated in writing by the Head of the Department (or designated representative) in which that course would be offered or, if the course is one not normally offered at Rose-Hulman, by the department most nearly related. This evaluation will include a statement of the course(s) at Rose-Hulman for which the Transfer Credit is acceptable. These evaluations will be forwarded to the Registrar and become part of the student's academic record. They will also be used by the student and the advisor to formulate a proposed plan of study and a tentative date of graduation.
4. First-year students who concurrently completed a high-school diploma (or equivalent) and an Associate Degree may request to transfer additional courses beyond the three per department or

program allowed by the Institute. Please refer to the policy noted above and contact the appropriate Department Head with any questions.

5. In order to complete the transfer credit request, an official transcript from the college or university where the course was completed must be submitted to the Office of the Registrar.

Limitations:

1. Transfer credit is accepted only from accredited colleges and universities.
2. The grade earned for a course taken at another institution must be equivalent to a grade of "C" or better.
3. Transfer credit will not be granted for a course taken on a Pass/Fail basis.
4. Grades earned in transfer credit courses are not recorded on the student's Rose-Hulman permanent record and are not averaged into the cumulative GPA.
5. If a student is suspended from Rose-Hulman, the Integrity & Discipline Committee may stipulate that the Institute will not accept transfer credit earned by the student at another school during the period of suspension.
6. Seniors who plan to transfer credits to Rose-Hulman after their last term in residence should be aware of special limitations that apply in addition to the ones listed. See also Summer Completion (<https://catalog.rose-hulman.edu/rules-procedures/summer-completion/>).