ROCHESTER COMMUNITY AND TECHNICAL COLLEGE
ADMISSIONS AND RECORDS

Transfer Credit Equivalency Request

INFORMATION AND PROCEDURES: *(Complete one sheet for each requested equivalent course.)*

Some transfer courses may need to be reviewed by the respective academic department before equivalency can be awarded. To have a course evaluated for equivalency to a specific RCTC course, submit this completed request along with the necessary supporting documentation listed below to the Admissions Office.

- Students are responsible for providing supplemental information and/or documentation related to the evaluation of a course(s) transferring from other institutions.
- Students will be notified of the results of this course review via e-mail within approximately three weeks of submitting the request.

PLEASE PRINT CLEARLY IN INK.

Date: _____

Name: _____ Student ID: _____
Last *First* *Middle*

I have attached the following supporting documentation: (Check all that apply.)
(Course Description & Course Syllabus are required)

☐ Course Description ☐Course Syllabus ☐Textbook Information ☐Reading List ☐Student Statement/Rationale

I believe the following course(s) to be equivalent to the RCTC course(s) listed: (Complete one sheet per course)

Please consider the course(s) listed below from: _____
(College/Institution)

Date(s) Attended: _____

Course #	Course Title	Credits	RCTC Course (ex. ENGL 1117)

OFFICE USE ONLY (TO BE COMPLETED BY FACULTY AND DARS TRANSFER EVALUATION SPECIALIST ONLY):

☐Approved **☐Not Approved** **RCTC Course equivalent:** _____

☐Equivalency for this student only **☐Equivalency for any student transferring from this institution**
**(Please provide rationale for this checkbox.)

Reviewed by: _____ Date: _____
(Dept. Head/Faculty Member)

Adjustment processed by: _____ E-mail to Student: _____ FICE: _____
(DARS Transfer Eval Spec) *(Date)*

***Faculty Comment Box:*

Rochester Community and Technical College
851 30th Avenue SE | Rochester, MN 55904
1.800.247.1296 | TTY Relay # 1.800.627.3529 | www.rctc.edu
facebook.com/MyRCTC

RCTC is a member of the Minnesota State Colleges and Universities system, a University Center Rochester Partner and an equal opportunity employer/educator.