

Rochester Community and Technical College (RCTC) 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)

Attended: _____
(Year)

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: _____
(Dept. Head/Faculty Member)

Date: _____

Adjustment processed by: _____
(DARS Transfer Eval Spec)

E-mail to Student: _____
 (Date)

FICE: _____

****Faculty Comment Box:**