



## Prior Approval for Liberal Arts Transfer Credits

Date: \_\_\_\_\_

Your Name: \_\_\_\_\_

RISD ID: \_\_\_\_\_ RISD Box: \_\_\_\_\_

Please indicate below the courses you are thinking of taking and the type of Liberal Arts credit you seek to transfer to your RISD transcript. Choices are: History of Art and Visual Culture (HAVC); Literary Arts and Studies (LAS); History, Philosophy, and the Social Sciences (HPSS); or Liberal Arts Elective (LAEL). If you are unsure, we advise that you consult with the Liberal Arts Office staff. You may be asked to provide course descriptions. **Return this completed form by email, mail, fax or in person** to the Liberal Arts Division, Two College Street, Providence, RI 02903. Fax: 401-454-6586. (To e-mail, use Adobe Acrobat to type-in the necessary information on the form, save the PDF with a new name that includes your first and last name, and attach it to an email to Gail Hughes at ghughes@risd.edu.) If you have any questions, please call us at 401-454-6572 or stop in to see us in the College Building, Room 418 (236 Benefit Street).

College/University (& State): \_\_\_\_\_

On-line course: \_\_\_\_\_ (yes) \_\_\_\_\_ (no) Semester & Year: \_\_\_\_\_

Course Number	Course Title	Type of Credit: <i>HAVC, LAS, HPSS or LAEL</i>

### Requirements for Obtaining Transfer Credit

The courses listed above will be given advance approval for Liberal Arts credit. Credit will be officially granted providing that:

1. Credit is earned at a college or university that grants academic degrees.
2. You receive the RISD equivalent of at least three credits for the course. Please note that a five-credit course at a quarter (rather than semester) system school is equivalent to a three-credit course at RISD.
3. You receive a final grade of C or better (transfer courses are *not* included in your RISD grade point average).
4. You have not already transferred 12 credits to RISD from other institutions after matriculation.
5. On-line courses are only accepted from 4-year regionally accredited, residential, non-profit colleges and universities.

After you have completed the pre-approved courses and final grades have been posted, ***please be sure to have an official transcript sent*** to the RISD Registrar's Office so it can be added to your permanent file and the courses can be recorded on your RISD transcript.

\_\_\_\_\_

Dean of the Liberal Arts Division Date