

TRANSFER CREDIT INFORMATION SHEET

Rice University History Department

Student Details			
Today's Date	E-mail address	Rice ID Number	
Student's Last Name	First Name	Middle Initial	
Course Information			
1. Course name and number	Sponsoring Institution	Grade received	
2. Course name and number	Sponsoring Institution	Grade received	
3. Course name and number	Sponsoring Institution	Grade received	
<p>A syllabus should be attached for each course listed above. A transcript confirming the grade received in each course must also be attached. The syllabus must include the following information: reading assignments, writing assignments, full description of course work, and method of evaluation/grading. If the syllabus does not include this information (or if you do not have a syllabus), you must provide adequate documentation and explanation.</p>			
For Department Use		<i>Decision Type:</i>	
<i>Course 1</i>	Decision	Credit hours (if approved)	Rice Equivalent (if approved)
<i>Course 2</i>	Decision	Credit hours (if approved)	Rice Equivalent (if approved)
<i>Course 3</i>	Decision	Credit hours (if approved)	Rice Equivalent (if approved)
<i>Comments</i>			
Signature (Director of Undergraduate Studies or Department Chair)			Date