



# Authorization of Credit Form

(Taking Courses at Another Institution)

## Rhode Island College Registrar's Office

This form is for students seeking approval to take a course at another institution and transfer the credits back to RIC as an equivalent course. **Upon completion of studies, it is the responsibility of the student to have that institution forward an official transcript to the Registrar's Office at Rhode Island College.**

**Before taking a course at another institution, a student must:**

- Consult with their Advisor to ensure that the course will transfer back to RIC as needed.
- Obtain Department Chair approval from the department for which you seek the credit. For example, if you are seeking credit for a Biology course, you would need the approval of the Department Chair for Biology.
- Take the course at a regionally accredited institution, and earn a minimum grade of C (2.0) in the course.
- Be a degree candidate.

**NOTE: You CANNOT take a course at another institution that you have previously completed with a passing grade at RIC.**

Student Name:  Student ID#:

**Permission to Study at Another Institution**

Institution Where the Course Will be Taken:

Course Name and Number to be Taken:

Semester and Year in Which the Course Will be Taken:

Equivalent Course at RIC:  Credits   
 (course name and number)

**Department Chair Approval**

Department Chair Signature

Date

Department Name