

Transfer Credit Protocol
Department of Civil and Environmental Engineering (CEVE)
Rice University

Students who seek credit to replace a course within the CEVE curriculum are instructed to contact the Departmental transfer credit advisor. Contact information can be found at

http://www.students.rice.edu/students/Academic_Advising3.asp

Please note that students should contact advisors from other departments directly to get approval of substitutions for courses offered in other departments (Chemistry, Biology, Statistics, Mathematics, etc.).

To receive transfer credit for a CEVE course, the following steps should be taken.

1. Obtain a syllabus for the course that will be taken externally. This syllabus should include information on course content, assignments and examinations, textbooks to be used, etc.
2. Send an electronic mail to the transfer credit advisor that includes the syllabus and the identification of the Rice course for substitution.

The transfer credit advisor will then contact the instructor of the Rice course. For example, if a student wishes to take *Fluid Mechanics* at another university, the syllabus from the external university will be provided to the instructor of CEVE *Fluid Mechanics* at Rice. If the instructor and transfer credit advisor approve, the substitution will be approved. If they do not, the substitution will not be approved. The instructor also may ask for additional information prior to making a recommendation. Appeals can be directed to the CEVE Department Chair.

Once a course is approved, the student should obtain a Transfer Credit Form from

http://registrar.rice.edu/students/study_abroad/

The student should fill out the appropriate information and bring it to the Department transfer credit advisor for signature.

Please note that on-line courses are not accepted for transfer credit for CEVE courses.