

Transferring Credit from Another Institution

Sociology majors and non-majors can transfer sociology credit from accredited colleges or universities (note: the Sociology department does not accept online courses for transfer credit) in the U.S. and abroad by following these steps:

Notwithstanding any of the provisions specified below, students wishing to graduate with a major in sociology must complete more than half the required coursework at Rice. This means that transfer credit (foreign or domestic) cannot count for more than five courses (15 hours) of the eleven courses (33 hours) required for a major.

In order to grant transfer credit, the Sociology department requires that the course taken at another institution be the equivalent in required reading, writing, and testing of a Rice Sociology course. The course taken elsewhere does not have to have an equivalent in the Rice Sociology Department offerings. Students may not transfer courses taken pass/fail or on a similar basis at other institutions. The Sociology department does not accept online courses for transfer credit. Grade earned must be C- or the equivalent or better. Please take into account that summer school courses, although not necessarily ineligible, often fall below Rice Standards.

I. Courses Completed At Another Institution

To request credit for a course already take you must provide the following materials via email to "Erin A. Cech" <ecech@rice.edu>. To ensure the promptest attention, please type the following in the subject line of your email: "First Name Last Name: Credit Request" (for example, "John Smith: Credit Request")*:

1. A copy of the course syllabus at the time you completed the course, which includes reading assignments, number of written pages, and method of testing (the course work needs to be equivalent to course work required in Sociology courses at Rice. To review the syllabus of current Sociology courses please review recent syllabi posted in Esther).
2. Official Transcript indicating the grade received in the course.
3. A completed Transfer Credit Information Sheet For Courses Completed. This form is available [here](#).

*If unable to submit supporting material, other than TCIS form, electronically you can submit all other material in a envelope labeled "First Name Last Name: Credit Request" to Dr. Cech's mail box in the sociology department

The transfer request will be reviewed and you will be sent a reply within two weeks upon receipt and approval of all of the required materials. In deciding whether to award sociology department credit, the main issue is not whether there is a precisely equivalent course in our department, but whether the amount of work involved in the course is equivalent to what would be required at Rice.

II. Courses Not Yet Taken

If you wish to take a course at another institution while studying abroad, or at some other time, you must demonstrate that the course is the equivalent in amount of work (not topic) of a Rice Sociology Department course. This may be difficult because many programs, especially study abroad programs, often do not provide such information in advance. In such circumstances, "preliminary approval" may be granted, but it will be up to the student to demonstrate upon return to Rice that the courses taken are equivalent to Rice Sociology courses in amount of work required. Please note: Preliminary approval does not guarantee final approval. The Sociology Department reserves the right to make final decisions about granting credit.

To request preliminary approval for a course you plan to take you must provide the following materials via email to "Erin A. Cech" <ecech@rice.edu>. To ensure the promptest attention, please type the following in the subject line of your email: "First Name Last Name: Credit Request" (for example, "John Smith: Credit Request")*:

1. If available, a copy of the course syllabus you wish to take, which includes reading assignments, number of written pages, and method of testing (the course work needs to be equivalent to course work required in Sociology courses at Rice. To review the syllabus of current Sociology courses please review syllabi posted on Esther)
2. A completed Transfer Credit Information Sheet For Courses Not Yet Taken. This form is available [here](#).

*If unable to submit supporting material, other than TCIS form, electronically you can submit all other material in a envelope labeled "First Name Last Name: Credit Request" to Dr. Cech's mail box in the sociology department

The transfer request will be reviewed and you will be sent a reply within two weeks upon receipt and approval of all of the required materials. If the course receives preliminary

approval, upon completion of the course the student must follow the steps outlined above to receive transfer credit for courses already taken at another institution ([link here](#)).

III. Distribution Credit

Making decisions about distribution credit is the responsibility of the Registrar's Office, which requires that any course for which distribution credit is given must be the *precise* equivalent of a Rice course that has distribution status. In considering applications for transfer credit, the transfer credit advisor, Dr. Cech, will determine whether the course in question is the precise equivalent of a Rice sociology department course. To request D2 equivalency for a sociology course follow the steps outlined above to receive transfer credit for courses already taken at another institution ([TCIS - Course Completed](#)). If the transfer credit advisor determines that the transfer course is the precise equivalent of a course that counts as a university distribution course, it will be noted on the TCIS for the information of the Registrar's office.

Advanced Placement (AP)

AP credit may not be used to satisfy requirements for the sociology major. AP courses can satisfy University distribution requirements, however, as long as the course in question is on the Department's distribution list posted on the Registrar's website. See also the limit discussed under Transfer Credit.

Frequently Asked Questions about Transfer Credit:

- **Why would there be problems transferring credit?**
Sometimes courses have significantly less work than Rice courses (e.g. one book compared to eight), or are structured to be more practical than academic.
- **What if there's no equivalent Sociology course offered at Rice?**
This is not unusual, because not every Sociology department offers identical courses, and because a course at a foreign university may be very sociological, but listed as, for example, social geography or social history. In such cases, the course will be transferred in as generic Sociology credit, usually at the 300 level -- SOCI 3XX is what it looks like on the form.
- **What if the course isn't really Sociology?**
If the course doesn't fit in our department but comes from an accredited institution or program, you can try other departments, or transfer it in as TRAN credit. This gives you

generic credit hours that apply to the requirements for the Rice diploma, but does not give you any specific departmental credit.

- **What if my transfer credit is denied and I want to appeal?** You can contact the chair of the Undergraduate Advising Committee, Dr. Robin Paige at robin.paige@rice.edu.