

## **Transfer Credit Policies for Architecture Coursework**

Students with previous academic experience **may** be eligible for transfer credit for the courses listed below offered by the **School of Architecture and Design** based upon the successful completion of comparable courses at other institutions.

### **Design & Visualization Courses**

All Studio Courses	placement will be determined
AAID 140, ARCH 240 + 340	Visualization 1 + 2 + 3

### **Technology Courses**

ARCH 221 + 222	Building Construction 1 + 2
ARCH 324 + 325	Environmental Systems 1 + 2
ARCH 272	Environmental Site Planning
ARCH 311 + 312 + 411	Structures Courses
ARCH 327	CAD Construction Drawings

If seeking transfer credit for any of the courses above, students must submit an application portfolio (to Professor Gandhi as noted below) that includes all of the following items:

- **COVER SHEET**

8.5 x 11, with name, date, NYIT ID number, your contact information, and the name and contact information for a supervisor in the program from which you have transferred.

- **ACADEMIC RECORDS**

Unofficial copy of transcript(s) from prior institution(s)  
NYIT transfer credit evaluation

- **COURSE SYLLABUS** (*for each course*)

The course outline showing course content, required reading, course schedule, etc.

- **WORK PORTFOLIO** (*for each course*)

If the course was a **studio or visualization course**, this must be graphic material showing not just the final work but also all relevant assignments for the semester.

If the course was a **lecture course**, it should include homework, exams and other projects that demonstrate an understanding of the course content. A course with mixed content must include both types of material.

NYIT is a National Architecture Accrediting Board (NAAB) accredited School of Architecture and must be able to prove that the work done at another institution is equal to that done at NYIT. This means you must exhaustively document the work you did elsewhere to have the possibility of course equivalency considered. ***Submitting a course description is not sufficient evidence.*** Eligibility is determined after a review of relevant transcripts and portfolio materials listed on **the first page of this document**. Transfer credit is awarded when there is sufficient evidence of student understanding and ability comparable to that required of students completing these courses within our program.

All work must be submitted digitally as a single pdf file to **Prof. Farzana Gandhi** ([fgandhi@nyit.edu](mailto:fgandhi@nyit.edu)). If this file is larger than 5MB, please use a file sharing service to submit the work. If for any reason you are unable to submit your work digitally, submit the hardcopy to:

Farzana Gandhi  
New York Institute of Technology - School of Architecture and Design  
1855 Broadway – 11<sup>th</sup> floor  
New York, NY 10023

**PLEASE NOTE:** Work will not be reviewed in-person. To have your credit considered it is your responsibility to follow all the instructions; failure to do so in a timely manner will affect the processing of your request, and will most likely result in your request not being considered. ***Transfer review decisions are final and not subject to negotiation.***

Should you have relevant life experience that you feel is equivalent to coursework, you must work with the Office of Prior Learning when seeking credit. Please contact **Katie Lyons** ([klvons@nyit.edu](mailto:klvons@nyit.edu)) to begin this process.