



## Application for Credit from Other Institutions

### Section A: To Be Completed By Student

Name: \_\_\_\_\_ ID# (7-digit): \_\_\_\_\_ NetID: \_\_\_\_\_  
 Major: \_\_\_\_\_ Expected Date of Graduation: \_\_\_\_\_  
 Year Entered Cornell (e.g., Fall 2018): \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Faculty Advisor: \_\_\_\_\_ Department: \_\_\_\_\_  
 Were you an external transfer to Cornell?  Yes  No

#### Transfer Course Information

Institution: \_\_\_\_\_ Course Subject/Nbr.: \_\_\_\_\_  
 Course Title: \_\_\_\_\_  
 Credit Hours: \_\_\_\_\_ Term/Session:  Fall  Spring  Summer  Winter Year: \_\_\_\_\_  
 Was this course taken prior to your HS graduation?  Yes  No \*If yes, please see reverse side for policy on transfer eligibility.  
**(You must attach a full course description and/or course syllabus to this form before submitting.)**

I have read and accept the terms regarding transfer credit on this form and indicated online at [as.cornell.edu/registrar/transferring-credits](http://as.cornell.edu/registrar/transferring-credits).  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section B: To Be Completed By Cornell Department (Required)

This section **must be completed**. The corresponding Cornell department must approve transferability and, if applicable, course equivalency (e.g. if seeking credit for a Math course, the Math department will need to sign and approve. See reverse side for more information.) If there is not an equivalent Cornell course, please indicate "N/A" for Course # and Title.

*Please note that you will not be granted more transfer credit than you were awarded for the course at the offering institution or for the equivalent course at Cornell.*

Cornell Equivalent Course #: \_\_\_\_\_ Cornell Course Credit Hours: \_\_\_\_\_  
 Cornell Equivalent Course Title: \_\_\_\_\_

I have reviewed the appropriate material related to the courses described above and believe that the two are reasonably equivalent in content, rigor, and level. I recommend that credit be awarded only if a minimum grade of C is earned.

Department Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Title: \_\_\_\_\_

### Section C: To Be Completed By Your Major/Minor Advisor (if course is counting for major/minor credit)

Please complete this section **only** if you are seeking Major or Minor credit for the course listed in Section B. Please obtain your Major/Minor Advisor's signature to indicate approval for the major/minor. You will need to complete a separate form for each approval.

Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(I acknowledge that I have communicated with this student regarding this request.)*

### College Action: To Be Completed By Arts & Sciences Student Services

Approve \_\_\_\_\_ credits for \_\_\_\_\_  Cannot be approved for credit

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return fully completed form with attached course description and course syllabus to: Arts & Sciences Student Services,  
 Attn: Robin Perry, KG17 Klarman Hall, Ithaca, NY 14853 or [rrp2@cornell.edu](mailto:rrp2@cornell.edu)

## Arts & Sciences Application for Credit from Other Institutions

Students must complete this application to obtain approval for transfer credit to be applied to their Cornell degree requirements. Transfer courses must be equivalent in content, rigor, and level to courses offered by Cornell University. **Students should submit a completed Application for Credit from Other Institutions before taking a course.**

### Please review the following policies pertaining to transfer credit:

- Credits transferred from other institutions count as part of the 120 academic credits required for graduation; they do not count toward the 100 Arts and Sciences credits and do not factor into the Cornell grade point average.
- The College will accept transfer credits from other regionally accredited institutions upon recommendation of the relevant academic department.
- A letter grade of "C" (not "C-") or higher is required for a course to transfer, but some departments insist on a higher grade for some courses.
- Students will not be granted more transfer credit than they were awarded for the course at the offering institution or for the equivalent course at Cornell.
- Quarter-system credit is equivalent to 2/3 semester credit.
- Students may not apply transfer credit to the College's foreign language, distribution or breadth requirements.
- A maximum of 12 credits are allowed for Summer Session transfer requests.
- College courses taken during high school may be available for transfer credit if:
  - The course was a standard course available to all students registered at the college/university.
  - The course is taken on a college/university campus with matriculated degree students.
  - The course instructor is a faculty member (includes adjunct) at the college offering the course.
  - The course is not listed on the high school transcript as a course counting towards the high school diploma or Arts & Science's admission requirements.
- It is highly recommended that you gain approval from the associated Cornell department prior to enrolling in your proposed course(s).
- An official transcript from the transfer institution must be sent to: Robin Perry (rrp2@cornell.edu) or Arts & Sciences Student Services, Attn: Robin Perry, KG17 Klarman Hall, Ithaca NY 14853 after completion of the course.

## Instructions

- **Complete Section A in full** for each course for which you are requesting transfer credit.
- **Section B is required and must be completed by the corresponding Cornell department.**
  - **NOTE:** Please check with the appropriate department for instructions on how to have your transfer credit request reviewed and obtain their approval on this form. Many departments include these instructions on their website.
  - For First-Year Writing Seminar equivalent courses, please contact the Knight Institute for detailed instructions and requirements (this form cannot be used).
- **Section C** is required only if you are applying to satisfy Major or Minor credit (please consult with your major/minor department).
- Return the completed form with an attached course description and/or course syllabus to: Robin Perry, rrp2@cornell.edu or to Arts & Sciences Student Services in KG17 Klarman Hall.
- **Incomplete forms will not be accepted.**
- Arrange for an official transcript bearing the institutional seal and registrar's signature to be sent to Robin Perry in Arts & Sciences Student Services immediately following the completion of the course.
- **The actual number of transfer credits awarded will be determined upon review of the official transcript.**

### Please have the transcript sent directly to:

Robin Perry  
rrp2@cornell.edu  
Arts & Sciences Student Services  
Cornell University  
KG17 Klarman Hall  
Ithaca, NY 14853