



## Transfer Credit Application Form

### 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  
 Have you ever received transfer credit? (Does not include AP credit)  Yes  No

#### Transfer Course Information

Institution: \_\_\_\_\_ Course Subject/Nbr.: \_\_\_\_\_  
 Course Title: \_\_\_\_\_  
 Credit Hours: \_\_\_\_\_ Term/Session:  Fall  Spring  Summer  Winter Year: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 (You must attach a full course description and course syllabus to this form before submitting.)  
 I have read and accept the terms regarding transfer credit on this form and in the corresponding Engineering Undergraduate Handbook.  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section B: To Be Completed By Cornell Department

*This section is not required for Liberal Studies and Advisor-Approved Electives, unless you wish to apply transfer credit toward a minor.*  
*This section **must be completed only** if you are applying for transfer credit to satisfy requirements in mathematics, science, engineering, or as a non-STEM major approved elective. The corresponding Cornell department must approve course equivalency (i.e., if seeking credit for MATH 1910, the Math department will need to sign and approve. See reverse side for more information.) If you are applying for a major elective and there is not an equivalent Cornell course, please indicate "N/A" for Course # and "Major Elective" as the course title.*  
 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. **If MATH 1910, 1920, 2930, or 2940 are taken at a two-year or community college, then a grade of at least A- must be earned.**

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

### Section C: To Be Completed By Your Faculty Advisor

Please indicate what the transfer course will be used for toward student's degree requirements by checking one of the following boxes. Liberal Studies designations will be determined by Engineering Advising.

Course Listed in Section B  Liberal Studies  Advisor-Approved Elective

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

### College Action: To Be Completed By Engineering Advising Office

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

If Liberal Studies, which category: \_\_\_\_\_ and level: \_\_\_\_\_

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

Return fully completed form with attached course description and course syllabus to:  
 Engineering Advising, 180 Rhodes Hall, Cornell University  
 or email the completed form to [adv\\_engineering@cornell.edu](mailto:adv_engineering@cornell.edu)

## College of Engineering Transfer Credit Application Form

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 Transfer Credit Application Form before taking a course. Please review the following policies pertaining to transfer credit:**

- Actual credit applied to Cornell degree requirements will not be greater than the credits earned at the transfer institution, nor will these be greater than the Cornell equivalent course. Transfer credits from institutions on a trimester or quarter system are not directly comparable to semester credits and will be reduced when converted to semesters.
- Transfer credit will only be awarded for courses offered by regionally accredited, degree-granting, postsecondary institutions. Massive Open Online Courses (MOOCs) are not eligible for transfer credit.
- **Transfer credit will not be awarded for courses taken during a fall or spring semester** in which a student is enrolled at Cornell in a degree program. Transfer credit will only be awarded for a winter session where a student is also enrolled at Cornell, if they are enrolled in less than 6 credits at Cornell. Transfer credit will only be awarded for a summer session, where a student is also enrolled at Cornell, if they are enrolled in less than 12 credits at Cornell.
- A grade of at least a C (not C-) must be earned for a course to be eligible for transfer credit. **If MATH 1910, 1920, 2930, or 2940 are taken at a two-year or community college, then a grade of at least A- must be earned.** Grades for courses taken at other institutions do not appear on the official Cornell transcript and are not included in the Cornell cumulative GPA.
- A maximum of **18 transfer credits** from regionally accredited institutions may be applied to engineering degree requirements after matriculation at Cornell. This includes transfer credit earned while in high school. Approval of credit on this form does not constitute a waiver to the **18 credit limit**.
- **Any transfer credit taken prior to Cornell matriculation must be accompanied by a High School Guidance Counselor Certification Form.**
- An official transcript from the transfer institution must be sent to the Engineering Registrar's Office after completion of the course. **Any application lacking an official transcript on file after one year will be null and void.** A new application will be required for further approvals.

## Instructions

- **Complete Section A in full** for each course for which you are requesting transfer credit.
- **Section B must be completed by the Cornell department that offers the equivalent course if you are applying for transfer credit in math, science, engineering, or as a non-STEM major approved elective.**
  - **NOTE:** before submitting this form to a department for equivalence approval, students must check the websites of these departments: Math, Chemistry, Physics, Computer Science, and the Knight Institute for First-Year Writing Seminars.. Specific instructions may be listed and additional forms required.
- You will be required to complete Section B if you are applying to satisfy Major Approved Elective credit (please consult with your major department).
- You **do not need** to complete **Section B** if you are applying to satisfy Liberal Studies credit. The course will be reviewed by your faculty advisor and the Engineering Advising Office.
- Your **faculty advisor must complete and sign Section C, showing their support, for all transfer credit requests to be reviewed.**
- Return the completed form with an attached course description and course syllabus to the Engineering Advising Office in 180 Rhodes Hall or email [adv\\_engineering@cornell.edu](mailto:adv_engineering@cornell.edu). **Incomplete forms will not be accepted.**
- Arrange for an official transcript bearing the institutional seal and registrar's signature to be sent to the Engineering Registrar's Office 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:**

Engineering Registrar's Office  
Cornell University  
170 Rhodes Hall  
Ithaca, NY 14853