

## COLLEGE OF ENGINEERING TRANSFER CREDIT APPLICATION

Students must complete this application to obtain approval for transfer credit to be applied to their Cornell degree. Transfer courses must be equivalent in content, rigor, and level to courses offered by Cornell University. **Students should submit a completed Transfer Credit Application before taking a course. Please review the following policies pertaining to transfer credit:**

1. Actual credit applied to Cornell degree requirements will not be greater than the credits earned at transfer institution, nor will these be greater than the Cornell equivalent course.
2. 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.
3. A grade of at least a C (not C-) must be earned for a course to be eligible for transfer credit.
4. A maximum of **18 transfer credits** from regionally accredited institutions may be applied to engineering degree requirements after matriculation at Cornell.
5. **Approval of credit on this form does not constitute a waiver to the 18 credit limit.** A waiver can only be requested through a formal petition. The Engineering Registrar staff can inform you of the total amount of transfer credit you have already been awarded at Cornell.
6. **Any transfer credit taken prior to Cornell matriculation (i.e. in high school)** must be accompanied by a High School Certification form available at the Registrar's Office (158 Olin Hall).
7. An official transcript from the transfer institution must be received by the Engineering Registrar's Office within one year of course completion for final approval and processing. **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 or engineering.**
  - NOTE: before submitting this form to a department for equivalence approval, students must check the websites of these departments: Math, Chemistry, Physics and Computer Science. Specific instructions and additional forms may be required. For First-year Writing Seminar equivalent courses please contact the Knight Institute for detailed instructions and requirements (this form cannot be used).
- You **may be required** to complete **Section B** if you are applying to satisfy Advisor Approved or 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.**
- Return the completed form with an attached course description to the Engineering Advising Office, 167 Olin Hall. **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 numbers 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  
158 Olin Hall  
Ithaca, NY 14853-5201

This instruction page may be removed before submitting the transfer credit application form to Engineering Advising.

COLLEGE OF ENGINEERING  
CORNELL UNIVERSITY

Received: \_\_/\_\_/\_\_ By: \_\_\_\_  
Entered db: \_\_/\_\_/\_\_ By: \_\_\_\_  
Entered decision: \_\_/\_\_/\_\_  
By: \_\_\_\_

**TRANSFER CREDIT APPLICATION FORM**

**Section A: TO BE COMPLETED BY STUDENT**

Year of Matriculation (e.g., Fall 2013): \_\_\_\_\_

Name: \_\_\_\_\_ ID # (7 digit): \_\_\_\_\_ E-mail: \_\_\_\_\_

Major: \_\_\_\_\_ Expected Date of Graduation: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Department: \_\_\_\_\_

Were you an external transfer to Cornell?  Yes  No Have you ever received transfer credit?  Yes  No

Transfer Course Information (must attach a **course description**)

Institution: \_\_\_\_\_ Course Subject/Nbr.: \_\_\_\_\_

Course Title: \_\_\_\_\_

Credit Hours: \_\_\_\_\_ Term/Session:  Fall  Spring  Summer  Winter Year: \_\_\_\_\_

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

(I have read and accept the terms regarding transfer credit on this form and in the student handbook)

**Section B: TO BE COMPLETED BY CORNELL DEPARTMENT**

*\*This section **must be completed** if you are applying for transfer credit to satisfy requirements in mathematics, science, and engineering (see reverse for more information).*

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 received.

Department: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_ Title \_\_\_\_\_

**Section C: TO BE COMPLETED BY FACULTY ADVISOR**

Transfer credit fulfills the requirement of: \_\_\_\_\_

(i.e., as per Department decision above, advisor approved OR major approved elective. Liberal studies designations will be determined by Engineering Advising.)

Faculty Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**COLLEGE ACTION: TO BE COMPLETED BY ENGINEERING ADVISING OFFICE**

Approve \_\_\_\_\_ credits in \_\_\_\_\_ area.

Cannot be approved for credit \*If Liberal Studies, which category: \_\_\_\_\_ and level: \_\_\_\_\_

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

RETURN FULLY COMPLETED FORM WITH COPY OF COURSE DESCRIPTION TO:  
ENGINEERING ADVISING, 167 OLIN HALL, CORNELL UNIVERSITY