

# COLLEGE OF ENGINEERING TRANSFER CREDIT APPLICATION

To receive credit for a course not taken at Cornell, the course must be equivalent in content, rigor, and level to a specific course offered by Cornell University.

A maximum of 18 transfer credits may be applied to engineering degree requirements after matriculation at Cornell. **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, 158 Olin Hall, can tell you the total amount of transfer credit you have been awarded at Cornell.

## INSTRUCTIONS

- Complete attached form. **All information must be complete** before the form can be processed.
- If you are applying for transfer credit to satisfy requirements in mathematics, science or engineering courses, and First-Year Writing Seminars, you must receive approval from the department offering an equivalent course at Cornell. (The department certifying the course may require course materials, textbooks used, etc. in addition to the course description before approving the course.)
- If you are applying for transfer credit to satisfy liberal studies distribution or elective requirements, you do not need to receive departmental approval. The course will be reviewed for approval by the Engineering Advising Office.
- The form **must** be signed by your faculty advisor.
- Return completed form **with course description attached** to the Engineering Advising Office, 167 Olin Hall.
- Arrange for an **official** transcript (bearing the institutional seal and registrar's signature) to be sent to the Engineering Registrar's Office. The transcript must be on file before official transfer credit will be awarded.

*Please have the transcript sent directly to:*

Engineering Registrar's Office  
Cornell University  
158 Olin Hall  
Ithaca, NY 14853-5201

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

Received: \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_

Entered: \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_

**CORNELL UNIVERSITY COLLEGE OF ENGINEERING**

**TRANSFER CREDIT FORM**

Note: To transfer math courses go to [www.math.cornell.edu/courses/fsm/transcred.html](http://www.math.cornell.edu/courses/fsm/transcred.html) or contact the Math Department at 310 Malott Hall.

**TO BE COMPLETED BY STUDENT**

(please attach course description of course)

Student's Name: \_\_\_\_\_ CUID #: \_\_\_\_\_ Current Phone #: \_\_\_\_\_

Major, if chosen: \_\_\_\_\_ Current Address \_\_\_\_\_

Faculty Adviser's Name: \_\_\_\_\_ Adviser's Address: \_\_\_\_\_

Did you transfer to Cornell?  Yes  No Have you ever received transfer credits?  Yes  No

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

Credit Hours \_\_\_\_\_ Term/Session \_\_\_\_\_ Year \_\_\_\_\_

Institution Where Taken: \_\_\_\_\_

**TO BE COMPLETED BY DEPARTMENT**

Department and Course #: \_\_\_\_\_

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

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.

This department does not evaluate transfer credit and recommends this student's Field/Department judge the suitability of this course for use in the engineering curriculum of:

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

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

**TO BE COMPLETED BY FACULTY ADVISER**

Transfer credit should be assigned to the curriculum area category of \_\_\_\_\_

Adviser's Signature: \_\_\_\_\_ Date \_\_\_\_\_

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

Refer to student's department for decision  Approve \_\_\_\_\_ credits in Distribution Area assigned above

Cannot be approved for credit  Approve \_\_\_\_\_ credits in \_\_\_\_\_ area only

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

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