



## Transfer Credit Application Form

### Section A: To Be Completed By Student

**(Please note that this form is for current College of Engineering students and CALS BEE students only)**

Name: \_\_\_\_\_ ID# (7-digit): \_\_\_\_\_ NetID: \_\_\_\_\_  
 Major: \_\_\_\_\_ Year Entered Cornell (e.g., Fall 2018): \_\_\_\_\_

#### Transfer Course Information

Institution: \_\_\_\_\_ Course Number: \_\_\_\_\_  
 Course Title: \_\_\_\_\_  
 Credit Hours: \_\_\_\_\_ Term:  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 Engineering Undergraduate Handbook.

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

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

*This section is not required for Liberal Studies or Advisor-Approved Electives, unless seeking approval for a specific Cornell course (e.g., ECON 1110). All other liberal studies approvals will be assigned a liberal studies category and course level (1000 level SBA).*

*This section **must be completed** if you are applying for transfer credit to satisfy requirements in mathematics, science, and engineering. 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" for the course title.*

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

**NOTE: 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 for the credit to transfer.**

Approver Name: \_\_\_\_\_

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

### 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.)*

### Section D: To Be Completed By the Engineering Advising Office

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

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

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

Approver Notes: \_\_\_\_\_

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

## Transfer Credit Application Policies

Students must complete this application form to obtain approval for transfer credit to be applied to their Cornell degree requirements, **and should do so before taking the course to ensure that the request will be approved.** Please review the following policies pertaining to transfer credit and for more information on all transfer credit policies in the College, please visit the Engineering Registrar's website at <https://www.engineering.cornell.edu/engr.registrar/ap-and-transfer-credit>.

- Only courses deemed equivalent in scope and rigor to courses offered at Cornell will be considered for transfer credit.
- Only courses that meet degree requirements for the undergraduate engineering program will be considered for transfer credit.
- 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.
- A grade of at least C (not C-) must have been earned in the course being transferred, and departments may stipulate a higher minimum grade.
- A maximum of 18 transfer credits may count towards your engineering degree requirements after matriculation at Cornell. Any coursework taken while in high school, and/or before matriculation, is included in this 18-credit limit (credit for summer and winter session courses taken at Cornell and study abroad credits are not considered transfer credit, nor do they count toward the 18-credit maximum).
- Credits earned while participating in a pre-approved fall or spring semester study abroad program are not considered transfer credit and do not count towards transfer credit limits.
- Transfer credit from another college or university will not be awarded for courses taken during a fall or spring semester in which a student is also enrolled at Cornell, or for courses with semester dates that overlap with Cornell's fall or spring semesters. If a student is enrolled for a winter session at Cornell and also wants to pursue transfer credit from another college or university, they may transfer credit if they are enrolled in fewer than 6 credits at Cornell. If a student is enrolled for a summer session at Cornell and also wants to pursue transfer credit from another college or university, they may transfer credit if they are enrolled in fewer than 12 credits at Cornell.
- Transfer credit will not be awarded for cooperative courses taken while in high school, technical skills, or general knowledge acquired through personal experience, employment, or military training.
- Transfer credit will only be awarded if/when the student has submitted a detailed course syllabus and a certified copy of the student's official transcript from the host institution (photocopies are not acceptable).
- If attempting to transfer credit earned **prior to matriculation at Cornell** (i.e. in high school), this Transfer Credit Application Form must be accompanied by either a High School Guidance Counselor Certification Form (for students who entered Cornell prior to Fall 2023) or an Application for College Credit Earned While in High School Form (for students who entered Cornell Fall 2023 and later).
- Credit in excess of that awarded by Cornell for the equivalent course is never granted, nor will Cornell award more than the number of credits completed at another institution (transfer credits from institutions on a trimester or quarter system are not directly comparable to semester credits, and will be reduced when converted to semester credits).

## Instructions

- **Only College of Engineering students and Biological and Environmental Engineering Majors in CALS should complete this form. All others should contact their college student services/advising office for further guidance.**
  - CALS BEE students should send official transcripts electronically to [cals-studentservices@cornell.edu](mailto:cals-studentservices@cornell.edu), or mailed to CALS Student Services, 140 Roberts Hall, Ithaca, NY 14853.\*
- 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 the following 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, unless you are seeking credit for a specific course number at Cornell (e.g., ECON 1110). All other liberal studies approvals will be assigned a liberal studies category and course level (1000 level SBA).
- 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 via email to [eng\\_adv\\_forms@cornell.edu](mailto:eng_adv_forms@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.

**Transcripts for College of Engineering students should be sent directly to the Engineering Registrar's office via email at [eng\\_registrar@cornell.edu](mailto:eng_registrar@cornell.edu). If this is not possible, then a copy of the transcript can be sent to: Engineering Registrar, 170 Rhodes Hall, Cornell University, Ithaca, NY 14853.\***