

## Petition for Transfer of Credit

Please use a separate form for each course to be transferred, and return the completed form to the Registrar's Office. If you have questions about accreditation or the type of credit, consult with the Cornell Registrar. Only a course taken at an accredited institution and passed with a C or higher will be accepted (see Cornell College *Catalogue*, "Credit by Transfer"). The course must be approved by the chair of the Cornell department concerned. On-line catalogs for most colleges may be found at CollegeSource.org.

After you have completed the course, you must have an official transcript sent directly to the Registrar's Office at Cornell.

4 sem. hrs. or 6 qtr. hrs. = 1 Cornell course credit  
2 sem. hrs. or 3 or 4 qtr. hrs. = .50 Cornell course credit

3 sem. hrs. or 5 qtr. hrs. = .75 Cornell course credit  
1 sem. hr. or 2 qtr. hrs. = .25 Cornell course credit

**Only a course carrying at least 3 semester hours or 4 quarter hours may be used to fulfill a full-course distribution or major requirement. Continuing Education Units can not be transferred to Cornell.**

Your name: \_\_\_\_\_

ID number: \_\_\_\_\_

Current Class Level: FR SO JR SR

Name of school where you will be studying (include city and state)

\_\_\_\_\_

Course information as printed in other school's catalogue:

Title of course: \_\_\_\_\_

Department name and course number: \_\_\_\_\_

Number of semester hours \_\_\_\_\_ or quarter hours \_\_\_\_\_ or other \_\_\_\_\_

Date when course will be completed: \_\_\_\_\_

\_\_\_\_\_

### This section to be completed by Department Chair

Complete all questions regarding this course:

Is equivalent to: \_\_\_\_\_ (e.g., PSY 161, HIS 104)

Is not equivalent to a Cornell course, but is acceptable as an elective at the: 100 or 200 or 300 level  
(circle only one)

Satisfies a B.A. or B.Mus. General Education Requirement: Yes \_\_\_\_\_ No \_\_\_\_\_  
(e.g., math, humanities)

Satisfies the following major/minor requirement (give the Cornell course number or explain the relevance of the transferred course)

\_\_\_\_\_

\_\_\_\_\_  
Name of Chair approving credit (print clearly)

\_\_\_\_\_  
Signature of Chair approving