

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 and the Academic Standing Committee. 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

3 sem. hrs. or 5 qtr. hrs. = .75 Cornell course credit

2 sem. hrs. or 3 or 4 qtr. hrs. = .50 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 at Cornell.**

Your name: _____ ID Number: _____

Your Class: FR SO JR SR Date: _____

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

Course information (as printed in other school's catalogue):

Title of course: _____

Department name and course number: _____

Number of credits: _____ circle one: semester hours or quarter hours or 1 unit = _____

Type of course (circle one): classroom correspondence web-based

Date when course will be completed: _____

Cornell Course Information (**check all that apply**):

This course:

___ is equivalent to: _____ (e.g., PSY 161, HIS 104)

___ satisfies the following B.A. or B.Mus. General Education (Distribution) Requirement: _____
(e.g., math, humanities)

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

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

Signature of Chair approving category of credit