

**College of Arts and Sciences
Cornell University**

APPLICATION FOR CREDIT FROM OTHER INSTITUTIONS

Please print this document, complete it, and return completed form to Arts and Sciences Admissions and Advising Center, KG17 Klarman Hall, Ithaca, NY 14853. Approved credits earned at institutions other than Cornell count as out of college credits, i.e., not as part of the 100 credits required in Arts & Sciences courses at Cornell.

Maxima: regular term, 15 credits; summer session (3-5 weeks), one credit per week plus one credit; (6 weeks or more), one credit per week plus two credits. In order to transfer credit, you must earn at least a grade of C (not C-) or above, and have an **official transcript** sent to the Arts and Sciences Admissions and Advising Center, KG17 Klarman Hall, Ithaca, NY 14853. Criteria for granting credit (including standard for grades), vary by department. College courses taken during high school may be available for transfer credit. No credit, however, will be awarded for courses taken during high school, unless the student attended the course(s) on a college or university campus (i.e., no credit will be awarded for courses designated college-level if the courses were offered in the student's high school). Further, no credit will be awarded for a college-level course taken during high school if the course was used to fulfill high school requirements or one of the 16 high school units required for admission.

Name _____ Date _____ Graduation Date _____

CUID _____ Local Email _____

Local Address _____ Local Phone _____

Advisor _____ Advisor's Dept _____

Course Information:

Name of Institution _____ Duration of course ____/____/____ to ____/____/____

Course # _____ Course Title _____

Source of Transfer Credit:

Summer Session Leave of Absence Mid-year Freshmen HS Campus College Campus

Other (explain) _____

HS Graduation Date _____ Does this credit count toward HS graduation? Yes No

The above credit should be applied toward: (please obtain **both** Course Department and Major Advisor approval)

Equivalent Cornell Course, if any _____

Course Department Approval _____ Date _____

Elective: Equivalent credit hours _____ Next Cornell course, if any _____

Major Advisor's Approval (if for major credit) _____