

**College of Arts and Sciences
Cornell University**

APPLICATION FOR CREDIT FROM OTHER INSTITUTIONS

Please print this document, complete it, and return the completed form to the Arts and Sciences Admissions and Advising Office, KG17 Klarman Hall, Ithaca, NY 14853.

• *Approved credits earned at institutions other than Cornell count as out-of-college credits - not as part of the 100 credits required in Arts & Sciences courses, even if they are used to fulfill major requirements at Cornell.*

• *Transfer credits cannot be used to fulfill distribution requirements.*

• Maximum credits allowed: 15 credits (Spring or Fall semester); 12 credits (Summer Session)

• A minimum grade of C (not C-) is required for transfer credit.

• An **official transcript** must be sent from the institution to Robin Perry, Arts & Sciences Student Services & Admissions, KG17 Klarman Hall, Ithaca, NY 14853 or via email to rrp2@cornell.edu.

• It is highly recommended that you gain approval from the associated Cornell department prior to enrolling in your proposed course(s).

• For students looking to transfer Mathematics credits, please refer to math.cornell.edu/transfer-credit first.

Criteria for granting credit: varies by department. Credit is awarded at the department's discretion. (For example, some departments do not accept community college credit.) 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). No credit will be awarded for a college-level course taken during high school if the course was used to fulfill a high school requirement or one of the 16 high school units required for admission.

CUID _____ Date _____ Graduation Date _____

Name _____ CU Net ID _____

Course Information:

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

Course # _____ Course Title _____

Source of Transfer Credit:

Summer Session [] Leave of Absence [] First-year Spring Admit [] External Transfer [] 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 _____

Approved credit hours _____ Next Cornell course, if any _____

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