Application for External Transfer Credit (current undergraduate CALS students only)

Note: Please complete this form only if the course is not listed in the Transfer Course Database. If the course is in the database, email CALS-StudentServices@cornell.edu to inform them of your intention to enroll in the pre-approved course.

Required: **Student and Transfer Course Information**

Instructions (check each box to confirm)

☐ I understand that courses from another regionally accredited institution must be pre-approved to ensure they will transfer.

☐ I understand external courses **must be taken for a letter grade and academic credit** to be considered for transfer.

☐ I will arrange for the official transcript bearing the institutional seal to be sent directly to CALS Student Services immediately following completion of the course from the external institution. Official transcripts should be sent electronically to cals-studentservices@cornell.edu or in a sealed envelope directly from the registrar mailed to:

CALS Student Services, 215 Garden Ave, Roberts Hall 140, Ithaca, NY 14853

Note: Grades earned at external institutions do not factor into the student's GPA. Only credit is transferred. However, the actual number of transfer credits may vary and will be determined upon review of the official transcript.

_____

Student Information

Name:_____ ID# (7-digit):_____ NetID:_____

Major:_____ Expected Graduation Date: _____

Transfer Course Information

Institution: _____

Course Subject/Number:_____

Course Title:_____ Credit hours: _____

Semester/Session: Fall☐   Winter☐   Spring☐ Summer☐   Year: _____

Cornell Course to be considered toward: _____ **CALS College Distribution to be considered toward:** _____

☐ I have **_attached_** a **full course description and course syllabus** to this form along with my completed application.

☐ I have read, understand, and accept the terms regarding Cornell and CALS external transfer credit policy.

Signature: _____ Date:_____

Optional major and/or departmental review on next page

CornellCALS
College of Agriculture and Life Sciences

Optional: Request Review by Major or Other Cornell Department

*This section is **only required** if... (check one or both boxes as applicable):*

☐ **I am seeking credit towards a major requirement** (your major department must review and approve below)

--and/or--

☐ **I need equivalency to a Cornell class** (i.e. pre-health or pre-vet students may need equivalency). The corresponding Cornell department must approve course equivalency (e.g., if seeking credit for Chemistry 2070, the Chemistry department will need to sign and approve).

Major Requirement Review

☐ I have reviewed the appropriate material related to the course described above and have found the course satisfies the major requirement described below:

Major requirement this transfer credit will satisfy_____

Reviewer Name:_____ Department: _____

Signature: _____ Date:_____

Course Equivalency Review

Cornell Equivalent Course #/Title: _____ Cornell Course Credit Hours: _____

☐ I have reviewed the appropriate material related to the courses described above and believe that the two are reasonability equivalent in content, rigor, and level. I recommend that credit be awarded only if a minimum grade of C is earned.

Reviewer Name:_____ Department: _____

Signature: _____ Date:_____