

UNDERGRADUATE TRANSFER CREDIT REQUEST

College of Architecture, Art, and Planning
Cornell University

STUDENT INFORMATION

Student Name: Cornell 7-digit ID:
Major: NetID:

NON-CORNELL COURSE INFORMATION

To be completed by student.

Offering Institution:
Institution Address:
Course Subject & Number:
Course Title:
Credit Hours: Semester Completed: Grade Earned:
Please check one of the following: Semester Hours Quarter Hours (Semester / Year)

STUDENT ACCEPTANCE OF TERMS

By submitting this transfer credit request, I acknowledge that I have read and understand the AAP transfer credit policies. Upon completion of this transfer course work, I will submit an official sealed transcript to the AAP Admissions and Academic Services Office.

Student Signature: Date:

CORNELL DEPARTMENT REVIEW

To be completed by Cornell Department.

Cornell Department: Dept. Phone #:
Cornell Reviewer: Net ID:
Reviewer Signature:

Please answer the following question based on the attached course description, syllabus, and/or other supporting materials:

1. Is the above course equivalent in rigor to a course offered by your department at Cornell? Yes No
2. Is the above course equivalent in content to a course offered by your department? Yes No

If the course is equivalent in both rigor and content, please provide the following information:

Equivalent Cornell Course (Subject and Course #): Credits:
Course Title:

Submit this form to the AAP Office of Admissions and Academic Services, 235 Sibley Dome.

AAP TRANSFER CREDIT POLICY

In order for transfer credit to be applied toward any undergraduate AAP degree requirement, the coursework must be:

- Completed at a regionally accredited institution for a letter grade of C or better, **and**;
- Reasonably equivalent in rigor to a Cornell course.

There is no maximum number of transfer credits that can be applied toward any of the AAP undergraduate degrees; however, each major has a minimum number of credits which must be completed at Cornell. Department-specific policies and procedures are outlined in *Courses of Study* at <http://courses.cornell.edu/>.

Additional Cornell University policies also apply to transfer credit completed while in high school. Students seeking such credit should submit an Application for Credit Earned While in High School to the AAP Academic Services Office in 235 Sibley Dome.

HOW IS EQUIVALENCY DETERMINED?

To determine equivalency, AAP students need to provide information about the transfer coursework to the parallel department at Cornell for review. This Undergraduate Transfer Credit Request form should be used to apply for credit toward out-of-department electives. A department-specific Course Equivalency Request form or petition is used to apply for credit toward core department requirements.

When requesting equivalency, a course description of the non-Cornell course should be attached to this form. A Cornell department may require additional information such as a detailed syllabus, reading list, or examples of work produced. Ideally, a review would occur before enrolling in a non-Cornell course. However, some departments may require samples of student work to determine whether or not credit should be awarded. In such instances, preapproval may not be possible. In all cases, preapproval is not a guarantee of transfer credit. A minimum grade of C must be verified by submitting a sealed, official transcript to the AAP Office of Admissions and Academic Services, 235 Sibley Dome.

Please note that the Cornell department evaluation of the transfer coursework is final. AAP will not override a department decision to deny credit. If it is the Cornell department's policy to not evaluate credit for other colleges, the request will be forwarded to the student's department petition's committee for review.

WHO SHOULD USE THIS FORM?

AAP undergraduates should use this form to request the application of transfer credit toward out-of-department electives as outlined below, with the exception of First-Year Writing Seminars (FWS) and mathematics courses.*

B. Arch. Students: Required out-of-department electives (Art, Humanities [CA, FL, HA, KCM, LA, SBA], Mathematics/Quantitative Reasoning [MQR], Physical/Biological Sciences [PBS]); Free out-of-department electives.

B.F.A. Students: Out-of-college electives (Humanities/Social Sciences [CA, FL, HA, KCM, LA, SBA], Mathematics/Quantitative Reasoning [MQR], Physical/Biological Sciences [PBS]); Free out-of-department electives.

URS Students: Distribution requirements (CA, HA, KCM, LA, MQR, PBS, and SBA); Foreign language; Free electives.

***Please note the following processes for requesting transfer credit toward FWS and mathematics courses:**

FWS: Students must submit an Application for Transfer Evaluation to the Knight Institute, 101 McGraw Hall. Instructions and forms are available online at http://www.arts.cornell.edu/knight_institute/fws/credit.htm.

Mathematics: Students requesting the approval of transfer credit offered by a mathematics or statistics department should submit an online request at <http://www.math.cornell.edu/Courses/FSM/transcred.html>.