To receive credit for a course not taken at Cornell, the course must be equivalent in content, rigor, and level to an equivalent course offered by Cornell University. Actual credits applied to Cornell degree requirements will not be greater than the credits earned at a transfer institution, nor will these be greater than the credits for the Cornell equivalent course. Credit will not be awarded for courses taken during a semester in which a student is enrolled at Cornell. A maximum of 9 transfer credits from regionally accredited degree granting institutions may be applied to the M.Eng. degree. Approval of credit on this form does not constitute a waiver to the 9 credit limit. Only certain M.Eng. fields will accept transfer credit. Contact your field office if you have any questions.

Requested transfer credit taken as an undergraduate cannot have been used towards any completed degree and must be in excess of your undergraduate degree requirements.

**INSTRUCTIONS**

1. Complete Section A of the Transfer Credit Form (be sure to attach a course description/syllabus). Ensure that the course prefix and number are exactly what will appear on the institutional official transcript.

2. Submit this form with required attachments to your M.Eng. field office.

3. Your M.Eng. field DGS must complete and sign Section B.

4. The M.Eng. field GFA will send the approved and completed form (including the course description) to the Engineering Registrar’s Office, 158 Olin Hall. Incomplete forms will not be processed.

5. Have the course offering institution prepare an official letter stating that the proposed transfer course was not used for your B.S. engineering degree or any other degree. This letter must come from either: 1) the registrar at your school, 2) your major department head or their designee, or 3) your advisor of record. The letter must be on university or departmental letterhead and mailed directly to the Engineering Registrar’s Office, 158 Olin Hall.

6. Arrange for an official transcript (bearing the institutional seal and registrar’s signature) to be sent to the Engineering Registrar’s Office following completion of the course. The transcript must be on file before official transfer credit will be awarded.

*Please have the transcript and official letter sent directly to:*

Engineering Registrar’s Office
Cornell University
158 Olin Hall
Ithaca, NY 14853-5201
CORNELL UNIVERSITY COLLEGE OF ENGINEERING
MASTER OF ENGINEERING

TRANSFER CREDIT FORM

Section A: TO BE COMPLETED BY STUDENT

Name (First, Last): ________________________________ Cornell ID # (7 digit): __________________

Cornell Net ID: __________________ Local Address: ________________________________

M.Eng. Field: ________________________________

Faculty Advisor’s Name: ___________________________ Department: __________________

Information on the course you are requesting for transfer credit (attach a course description & syllabus)

Institution: ______________________________________

Course Title: ________________________________ Course Subject & Nbr.: __________________

Credit Hours: ____________ Term/Session: ____________ Year: ____________

Section B: TO BE COMPLETED BY FIELD DEPARTMENT

Cornell Department and Equivalent Course Nbr.: ________________________________

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 reasonably equivalent in content, rigor, and level. I recommend that credit be awarded only if a minimum grade of 2.5 or higher is received.

M.Eng. Field: ________________________________

Field DGS Name: ________________________________

Signature: ______________________________________ Date: __________________

Section C: TO BE COMPLETED BY ENGINEERING REGISTRAR’S OFFICE

158 OLIN HALL

☐ Approve ________ credits in __________________ area.

☐ Cannot be approved for credit ☐ official transcript rec. ☐ official school letter rec.

Signature __________________________________________________________ Date __________________

RETURN COMPLETED FORM WITH COPY OF COURSE DESCRIPTION/SYLLABUS TO YOUR M.ENG. FIELD OFFICE

Original to Engineering Registrar’s Office