**Transfer Credit Process** for BE and EnvE students taking courses at other institutions (but not as part of an official study abroad semester).

Before you take that transfer course, or try to transfer in that course you took before arriving on campus…

1. Be aware of the rules:
   - General transfer credit policies for students in engineering programs (including CALS BE and EnvE students) are found [here](#) and should be read in detail before you start the process.
   - Transfer credit does not contribute to your GPA.
   - Credit for online courses may not be transferred unless the exams are taken in a proctored environment.
   - Cornell does not award financial aid to cover courses taken at other institutions.

2. Discuss your plans with your advisor and decide together where the external course will fit into your Program Progress Form (PPF).

3. Obtain a Cornell College of Engineering Transfer Credit Form from the racks outside 207 Riley-Robb, from Engineering Advising in 167 Olin or print the [online](#) form. This form is needed for all transfer courses. Download and print out the course description from the website of the university offering the course. Get the most comprehensive description if both long and short forms are available. If you can get a copy of the syllabus or topic list, whichever document lists the specific topics to be covered during the semester, this will really help.

4. Obtain departmental approval if necessary. The department approval section B on the transfer credit form is not needed for liberal study courses. For (b), (c) and (d) below, take care to mention in your contact with the department that you are in an engineering program and are using the College of Engineering transfer course approval procedure (whether you are enrolled in CALS or CoE)
   a. If the course is a math course, complete the math department online transfer credit form found [here](#) and await their email. If the math department approves your course, you still need to fill out the engineering transfer credit form and attach their approval email to the form. Be aware that it is relatively easy to get credit for MATH 1110, MATH 1910, and MATH 2940. Substitutes for MATH 1920 are only accepted if they cover Green’s Theorem, Stokes’ Theorem and the divergence. Transfer credit is so rarely awarded for MATH 2930 that it’s not worth trying.
   b. If you wish to transfer in a chemistry course, read this [document](#) and contact the chemistry director of undergraduate studies ([chemdus@cornell.edu](mailto:chemdus@cornell.edu)) with the required information.
   c. If you wish to transfer in a physics course, carefully read this [document](#) and look for the course in the physics transfer list. Send the required course information to [physicsdus@cornell.edu](mailto:physicsdus@cornell.edu).
   d. If you wish to transfer in a freshman writing seminar read the information [here](#) and follow their procedure.
   e. For courses in computing, statistics, biological science, environmental science, or liberal studies, consult Prof. Hunter or Ms. Marchewka in 207 Riley Robb Hall.
5. Finally, you can start studying! Take the course for a letter grade and pass it with a C or better. Keep a copy (or good quality photo, scan or screenshot) of your grade notification just in case anything goes wrong later.

6. Request an official transcript for your course(s). For CALS students, have your transcript sent to CALS Student Services at 140 Roberts Hall. For CoE students, have your transcript sent to Engineering Registrar, 158 Olin Hall. You may be required to pay for this service. Keep your receipt!

7. The Engineering Registrar’s staff will officially note the credit award on your transcript if you are enrolled in the CoE. If you are enrolled in CALS, they will send the credit award to BEE for verification; we will send it to the CALS registrar and they will post it to your transcript. If your transfer credit has not posted after a reasonable amount of time, first check with the office that was supposed to send the transcript to Cornell. Then check with your college registrar to ensure they received it. Then check with engineering advising to ensure that your documentation is complete. Finally, check with Brenda Marchewka, and be prepared to explain as accurately as possible where the process failed.

8. The transfer credit posts to your transcript. Celebrate!