

CALS Professional Master's Programs

Transfer Credit Policy

CALS Professional Master's students may receive transfer credits for coursework completed prior to matriculating in the degree program. 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.

Guidelines:

- Maximum of 6 credits are awarded for coursework earned outside the program, at Cornell University or elsewhere
- Coursework must be graduate-level and not counted toward other degrees awarded
- Actual credits applied to degree requirements will not be greater than the credits earned at the other institution, nor will the credits be greater than the credits for the Cornell equivalent course
- The earned grade must be equivalent to a B- or higher
- Coursework completed not more than five years before admission

Procedure:

1. Student obtains syllabus and transcript for course and reviews with the student's faculty advisor to determine the Cornell course equivalent.
2. Student requests an **official letter** from the previous institution, stating the proposed transfer course credits were not counted toward other degrees awarded. This letter must come from one of the following at the previous institution: Registrar, Department head or faculty advisor. The letter must be mailed or emailed directly to the CALS Professional Programs Office, 211 Kennedy Hall, Ithaca, NY 14853. An official transcript from the previous institution may be requested if there is not one on file.
3. The transfer credit form will be completed by the student and signed by the faculty advisor, DGS and GFA.
4. The CALS Professional Programs Office will post the transfer credits to the student's transcript when all of the above documentation has been received. A notation will appear on the official Cornell transcript stating number of credits approved.



TRANSFER COURSE APPROVAL FORM – MPS/MLA

INSTRUCTIONS

- Student obtains syllabus and transcript for each course and completes the top portion of this form
- Student reviews syllabus and transcript with faculty advisor to determine the equivalent course or requirement
- After obtaining required signatures, student submits completed form to CALS Professional Programs, 211 Kennedy Hall
- Form can be submitted hardcopy or electronically. If you have questions, please contact CALS Professional Programs Office, 607-255-2215, calsprofprograms@cornell.edu

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- The earned grade must be equivalent to a B- or higher
- Coursework completed not more than five years prior to Cornell admission

BIOGRAPHICAL INFORMATION

Cornell ID number (7 digits) NetID E-mail address

Last Name First Name Middle Initial

Graduate Field Degree Program

TRANSFER COURSE(S)

Course Title	Course Number	Institution	Term Year	Credits	Equivalent Course/Requirement	Credits Granted

Student Signature Date
(By signing this form, you are attesting the above course credit(s) for were not counted toward other degrees awarded.)

SIGNATURES OF APPROVAL – By signing this form, you agree to apply the above credits to the student’s CALS master’s degree.

Advisor Name and signature NetID Date

Director of Graduate Studies (DGS) name and signature NetID Date

Graduate Field Assistant Name and Signature NetID Date

To be completed by CALS Professional Programs Office:
 Approved _____ Entered to Transcript _____ Date _____